

Shedd Porter Memorial Library Minutes
January 18, 2024 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Kathy Torrey, Matt Saxton, Susan Norlander

Alternate: none present

The meeting was called to order at 5:05 PM. On a motion made by Susan and seconded by Kathy, the minutes from the December 21st meeting were approved.

Librarian's Report

December Income

Income

- Michael Scott Taylor Donation: \$20
- MacDonald Foundation: \$1,000
- Miscellaneous Fees & Donations: \$19.10
- Cinnamon Bun Saturday: \$66.60
- Town of Langdon: \$5,100
- Restroom donations from jar: \$44
- Non-Resident Fees: \$20

Children's Happenings in the Library

- After a brief break, children's programming is back in action with Crafternoons and Storytime.
- Outreach to the schools continues, and Alyson is working with the schools to collaborate on a program called "Read a Marathon" through Cheshire Medical Center. More details on this to come.
- We continue outreach to Fall Mountain HS: we provide books for a Book Club organized through the English Department.

Adult Happenings in the Library

- The Page Turners Book Group will meet to discuss the very popular Community Read *tiny beautiful things* on January 25th. All are welcome.
- The Needlecraft Group, Civil Conversation, and Cinnamon Buns are continuing with strength into 2024!

Administration

- Our new printer is up and running! We will post the price changes (and exciting new print capabilities) on social media. This is thanks to the Tech Grant, and Alyson will continue to make planned purchases with grant funds this month.
- Alyson and Kathy Torrey have been working on the strategic plan (more on this from Kathy) but with a special focus on survey results compilation and the writing of the vision statement and values.
- Excitement for the restroom renovation really cannot be overstated!
- We are back to receiving books from Ingram.
- Alyson has finished a draft of the annual Town Report.

Circulation (and some year-end fun facts)

December's circulation was 1618, which is great considering that new titles were very limited in December due to the Ingram supply problem. Throughout the fall, circulation has been over 1600 each month. The percentages are below:

- NHDB: 37%
- Adult Collection: 17%; 36% of that total was Non-Fiction
- Youth Collection: 33%
- Audio & Magazine: 1%
- DVDs: 4%
- ILL: 8% (61 in; 65 out)

Some fun facts for 2023:

- Total Circulation: 18,357.
- The collection with the highest circulation was Youth, followed by NHDB.
- NHDB usage has increased by 33% in 2023.
- By using the library instead of purchasing their own books & DVDs, the people of Alstead and Langdon saved over \$13,000. This is strictly our physical collection and does not include ILL or NHDB.
- The top 2 adult titles with the most checkouts in 2023 were:
 1. *It Ends with Us* by Colleen Hoover
 2. *The Thursday Murder Club* by Richard Osman
- Top title from the Youth Collection was *Chi's Sweet Home* Collection (graphic novels)

Alyson's Vacation and Sick Time

Alyson will use the last of her 2023 carry – over times in February. She will still have 15 days for 2024.

Treasurer's Report and Finances

November and December reports are pending. Status on the movement of funds to a money market is unknown right now.

A credit card for Library usage is pending.

Building and Maintenance

Restroom and Hallway:

Bellows Construction began work on the project during the last week of December 2023. Exciting!

- The Maintenance Committee discussed the storage room – specifically the cabinets in the back. These could be used for storage if many of the books are cleared out. Bruce Bellows came by, and he will look to see if the Historical Society wants any of the books. There are papers in there that are from the Alstead Library PRE Shedd-Porter (late 1800s). These should be kept.
- Barry has moved the desk and shelves that were in the basement room into the Boiler Room. We talked about taking the shelves to the Transfer Station and perhaps listing the desk on a “Free Things” website.
- Susan let Barry know that we do want chair racks built into the downstairs room (near the restroom) to hold our folding chairs. She also advised that we want the room to be painted in a warm/off-white color.
- Alyson is printing pictures of the renovation work as it progresses for our notebooks. She will also share some of these on the webpage and/or social media.

Front Door:

Susan has contacted Barry to remind him about the front door. She will also ask him about a door lock replacement.

Windows:

This project will be completed come springtime.

Gutters and Roof:

We received an estimate from Melanson for ~ \$30,000 to fix the roof corners with copper rather than rubber; Matt submitted this as a warrant article for 2024.

Other Buildings and Maintenance Items:

- John Allan reports sockets have arrived. When John has an opportunity to install them, it will require the library to be closed (electricity will have to be off to the building for about a half day – hopefully a Monday project).
- The NH Preservation Alliance hosted The Northeast States' preservation alliances and visited the library. The group included about 15 people from New Hampshire, Massachusetts and Vermont.

All admired the beauty of the building, of course, but they were particularly taken by our stories of the roof/double roof and the bathroom. They were so interested in the roof saga that Ciaran took groups of three up to the "between roofs" to see the structure. When Susan took people to the downstairs bathroom there were audible gasps when they walked into dark brown room leading to the bathroom!

Maggie Stier, of Preservation Alliance, greatly admired the method of tracking repairs and records. Per Susan, she turned to Andrew and said, "We should be suggesting this method to all of the organizations we help!" She remembered working with Tafi Brown on issues and appreciated the careful record keeping.

Old Business**Grants and Facilities**

Joe reported via email that he had emailed Ciaran's RFP about the original Library roof to George Born at LCHIP in order to gage his response.

Strategic Planning

Kathy and Alyson reported that the library's survey was completed by 53 people. Forty written surveys were returned while 13 respondents completed the survey online. A large number of people mentioned the friendly and helpful staff. Among the regular users of library services, the feeling of welcome and the variety of the books and programs available was highly valued. Almost everyone mentioned the beauty and historical nature of the building as something which makes our library unique. Survey results are available through either Kathy or Alyson. Kathy and Alyson also drafted a vision statement, and listed values and goals based on survey results. Kathy and Alyson plan to work on detailing the goals generated with specific action items and this will be shared at the next Trustees meeting for the Trustees ideas and input.

2024 Budget

Town budget work is ongoing. Carol noted that the draft from the Town nicely moved lines to reflect items that she had discussed with Mary and the Selectboard. She will compare what was shared at the last Selectboard meeting to what had been submitted in November and report back.

The request for \$25,000 for the Library capital reserve has been placed on the warrant.

Other:

Nothing new to report.

New Business

Nothing new to report.

Potential Action/Agenda items for the next meeting, Thursday, February 22, 2024 at 5:00 PM (Note the date change).

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Maintenance/committee updates.
5. Any grant updates including the building assessment project.
6. Strategic planning updates including detailing the goals generated with specific action items.
7. Technology grant updates including "card on file" alternatives.
8. Liaison concept for Langdon (tabled) and their annual stipend.
9. Budget process and warrant article status and update.
10. Discussion of 2024 officers and bylaw compliance.
11. Other old business.
12. Any new business.

The meeting adjourned at 6:35 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller