

**Shedd Porter Memorial Library Minutes**  
**February 18, 2021 Meeting**  
**Meeting Held Remotely Via Zoom**  
**Approved**

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

**Alternate:** Joe Levesque

The meeting was called to order at 6:04 p.m. The minutes from the January 21<sup>st</sup> (public and nonpublic) and the February 1<sup>st</sup> meetings were approved on a motion made by Karn and seconded by Kathy.

**Librarian's Report – January**

**Income:**

- Income included donations of \$2230 and Non-Resident Fees of \$100.

**Happenings in the Library:**

- Alyson and staff are beginning to think about the summer reading program.
- Preparation has begun for the second meeting of “If you give a kid a book... Club,” now rescheduled for March. The club will be diving into “Graphic” novels.
- Alyson is also pleased to introduce our new adult book group! Because of the breadth of topics that could work for a book club, she decided to focus on a different genre for each meeting. This meeting has also been rescheduled for March, and we will be talking about our Favorite Memoirs (and of course, what we should call the Club). April's genre will be poetry in honor of National Poetry month.
- Alyson is working on the State Report for 2020.
- Chris Morrill came and measured, and is planning on beginning work on Tuesday, February 23<sup>rd</sup>.
- Alyson is considering a limited reopening some time next month. Currently, most area libraries are still on curbside service. There was additional discussion about equipment for air circulation and UV- C for killing viruses. Karn pointed out that a small machine for the desk, as Matt was suggesting, might be inadequate. Susan pointed out that this was an intermediate step and could be used later in the children's room. Susan moved to purchase a small unit for the circulation desk for the sum not to exceed \$200; Kathy seconded the motion. There were 3 in favor, 1 opposed, and 1 abstention.

**Circulation:**

Even with the late January closure, circulation increased in January as it typically does. Our overall circulation was 926, and the collection percentages are as follows:

- NHDB: 42%
- Adult Collection: 18%
- Youth Collection: 24%
- DVDs: 4%
- Audio & Magazine: 2%
- ILL: 11% (59 in; 39 out)

**Alyson Vacation and Sick Time**

No vacation time used yet. COVID sick time used, but no regular sick time used.

**Treasurer's Report**

- January reports were reviewed and accepted. Karn noted that January deposits were actually made on February 1.
- It was noted that the first payment was made to Chris Morrill for the phase 1/plaster work. Joe asked for a picture of the work done so far to include in a grant report.

- Karn mentioned that she uploads checking and savings account statements to Three Bearings.

#### **Old Business**

- **Painting and plaster repair:**
  - Painting will begin on February 23<sup>rd</sup>. The border is a work in progress at this time. Alyson has seen a sample of a prototype.
- **Window Project**
  - Nothing new to report. Matt has not been able to connect because of everyone's schedule.
- **Other:**
  - Carol asked Karn and Susan to clean up their email as they are close to exceeding their storage limits.

#### **New Business:**

- Susan discussed work by the subcommittee on compensation. Kathy and Karn also worked on this. Susan and Kathy met with Alyson and discussed the proposal to change her status from hourly to salary with an adjustment in pay. They also discussed that they will work with the Town to include her in the medical insurance package for the next fiscal year, 2022. Alyson accepted the proposal.
  - Karn will bring this to Charlotte's attention for implementation of the pay and status change once a new employment agreement has been signed. Karn has the initial employment agreement that was signed and will update it and send out for comments prior to signing. We will use an implementation date of February 21, 2021.
- We discussed the need to make any necessary updates to job descriptions and the performance review process. Karn will share the existing electronic job description files that she has and we will discuss these at a later meeting.
- Karn and Susan discussed the need to move to a credit card from a debit card. They expressed concern over recent scams in the area, which can be worse with a debit card. There was also debate over the different card providers. Karn and Susan will follow-up with Charlotte about opening an account for the Library.

#### **Potential Action/Agenda items for the next meeting, March 18, 2021 at 6:00 PM:**

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Any grant updates.
5. Reopening status and plans.
6. Status on paintwork.
7. Window project status.
8. Status on the transition of the Director's position to salary.
9. Job descriptions.
10. Credit card to replace the debit card.
11. Anything else.

The meeting adjourned at 7:11 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

*Respectfully submitted by Carol Reller*