

Shedd Porter Memorial Library Minutes
August 17, 2023 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Susan Norlander, Kathy Torrey, Matt Saxton (5:10)

Alternate: Joe Levesque

Guests: None present

The meeting was called to order at 5:04 PM. On a motion made by Joe and seconded by Kathy, the minutes from the July 20th meeting were approved.

Librarian's Report

July Income:

- Miscellaneous Fees and Donations: \$11.04
- Non-Resident Fees: \$60
- Michael Scott Taylor Donation: \$20
- Lindsey Elsesser Donation: \$20
- Cinnamon Bun Saturday: \$48
- Book Replacement: \$20

Children's Happenings at the Library

- Summer Reading finished in grand style! Alyson is grateful to the Alstead Area Masons for once again donating our popular prizes – bicycles! This is the third year of support, and they are looking forward to next year. Thank you to the Masons!
- We will host two small Storytimes prior to school starting, but then we will introduce our new lineup! Look forward to:
 - Preschool Storytime at 11:30 on Thursdays with Kathy Torrey and Alyson. Thank you, Kathy, for your willingness to join in this venture!
 - Kraftevenings on Friday afternoons after school – our regular high-voltage time slot. Lindsey and Rylie will be leading the older kids in crafts. Fun will be had.
- We are creating new events for the kids because we have such a broad age group that we serve for our Friday Storytimes. We hope that these changes will engage children at their developmental levels, and not have too much craziness on Fridays.
- Alyson has completed the final report for the CLiF Summer Readers program and submitted it.
- Outreach to the schools (APS & Sarah Porter) will begin again as soon as school starts. As always, this involves Storytime and bringing books to the schools for their use.

Adult Happenings at the Library

- This month we are rebranding the Page Turners Book Group as a Big Community Read and Book Group. A Big Community Read encourages people (neighbors) to all enjoy and talk about a book in common. Of course, the Page Turners in-person book group will still meet, and all are invited. This may draw more people into the in-person gathering. We are reading *The Giver of Stars*. Pick up your copy today!
- Alyson met with Barbara Harper about reigniting our YouTube Channel as soon as she recovers from surgery. Alyson is really excited about this opportunity to communicate with patrons, as well as to introduce SPML to new people!
- Barbara Harper is also happy to do her healthcare advocacy talk – probably later in the fall.

Administration

- Have you seen the new toilet? The bathroom project really will be a spectacular improvement. Excellent feedback so far on the renovations!
- Matt Elsesser, owner of Mountainside Mowing, has given us a quote for mowing at the library, \$65 per mow. Unfortunately, he is not able to shovel during the winter. We agreed to table this for now.

- Alyson has been working with Carol on the Technology Grant proposal for NH Charitable Foundation. This could provide many technology upgrades for the library. More below.

Circulation

The summer is a busy time at the library – 1562 items circulated throughout the community. Not surprisingly, children’s circulation is brisk. Also interesting is that NHDB is booming. In July, we circulated 460 items through Libby. This represents a 33% increase over 2022’s 345! We also gained 11 new unique users on Libby this summer.

The percentages of circulation by genre are as follows:

- NHDB: 27%
- Adult Collection: 21% (NF represents 39%)
- Youth Collection: 36%
- DVDs: 4%
- Audio & Magazine: 8%
- ILL: 10% (82 in, 79 out)

Alyson’s Vacation and Sick Time

13 PTO days will remain after one day off planned for August.

Treasurer’s Report and Finances

June, July and August income and expense reports, reflecting May, June, and July were received via email just prior to the meeting.

Building and Maintenance

Bathroom and Hallway:

A quote has been received for the full project and a new toilet has already been installed as Alyson previously reported.

Front Door:

A full fix to recurring problems is still pending. We hope this will be addressed at the same time the bathroom work is performed.

Windows:

Chris Morrill provided a quote for this work. Discussion ensued. We were comfortable with the price but concerned regarding availability. Susan motioned to accept the quote and Joe seconded. The motion was approved, and Alyson will contact Chris.

Gutters and Roof:

No change from last month - we are awaiting a report from Melanson on the work they performed on the roof. In any event, there has thankfully been no leaking from the roof this summer. As previously reported, we are expecting an estimate to fix the corners with copper rather than rubber; Matt anticipates that this would be a warrant article for 2024.

Other Buildings and Maintenance Items:

John Allan was here and has ordered sockets for various existing and old fixtures. He will also quote some electrical upgrades for the pending technology grant as we are in need of additional outlets.

Old Business

Grants and Facilities

Nothing new to report.

Other Old Business

- Kathy and Alyson continue to pause on the strategic planning process for the summer.
- Carol had sent the draft/proposed Memo of Understanding with the Town to the Selectboard after our last meeting. The Selectboard has not provided any response yet and was reportedly waiting on feedback from us before discussing the document. We discussed two changes which Carol has highlighted in the document. Carol motioned to accept the draft as amended in order to forward the document to the Selectboard for their official comments, review, and signatures. The motion was seconded by Susan and approved. Carol will send the revised document to all Trustees and the Selectboard. Carol, Kathy, and Alyson hope to work on a more detailed budget with the Selectboard once this document is approved.
- There was no new discussion regarding the issue of having a “card on file” to pay for technology/online accounts as the Treasurer was not present. From last month - *Some alternatives were a separate checking account and debit card, or a bank/gift card loaded with enough funds to cover these accounts on an annual basis. Those present felt a separate checking account and debit card would be an acceptable solution and we will discuss this in more detail when the Treasurer is present.*
- Carol updated the tech grant work that she and Alyson are doing. They have outlined needed technology as well as the need for electrical upgrades to support technology. Discussion regarding future digital resources resulted. Carol pointed out that she thought the grant should support the hardware needed that would lead us to future digital services, many of which Alyson described.

New Business

There was no new business.

Potential Action/Agenda items for the next meeting, Thursday, September 21, 2023 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian’s report and budget discussion.
3. Treasurer’s report.
4. Maintenance/committee updates.
5. Ongoing work with the Town detailing operations and costs.
 - a. Mowing (tabled)
6. Any grant updates including the building assessment project.
7. Strategic planning updates.
8. Technology grant updates including “card on file” alternatives.
9. Tote bag updates (tabled).
10. Liaison concept for Langdon (tabled).
11. Other old business.
12. Any new business.

The meeting adjourned at 6:55 PM on a motion made by Joe and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller