

**Shedd Porter Memorial Library Minutes
April 18, 2024 Meeting
Approved**

Present: Matthew Saxton, Susan Norlander, Carol Reller, Kathy Torrey, Jude Willis, Alyson Montgomery

Alternate: Joe Levesque

The meeting was called to order at 5:01 pm. On a motion made by Susan and seconded by Carol, the minutes of March 30, 2024 were approved.

It was noted that the Selectboard has appointed Jude Willis to the Board of Trustees to fill the vacancy created by a resignation. Her term will run until through March 2025 elections when she may run for the position.

Librarian's Report

March Income:

| | | |
|---------------------------------|------------------|---------------------|
| Restroom Renovations | \$15.47 | Donations |
| Non-Resident Fees | \$ 40.00 | Non - Resident Fees |
| Misc. Donations | \$ 14.75 | Misc. Donations |
| Laurie Luther-Houghton Donation | \$ 35.00 | Donations |
| Pastries at the Library | \$ 120.00 | Saturday Pastries |
| Michael Scott Taylor | \$ 20.00 | Donations |
| Total | \$ 245.22 | |

Children's Happenings at the Library

- Summer Reading planning is almost complete! The flyer will go to Staples for printing at the beginning of May. We will have a heroes program as part of this!!
- Crafternoons have been a big success this year – and are beginning to pull in younger children. With two staff members running the program, 20 children crafting is manageable.
- Other programming such as Outreach and Storytime continues.

Adult Happenings at the Library

- Alyson is working with Alstead Ambulance to host a community CPR class in the evening soon.
- The Page Turners book group is meeting May 16th to discuss *Weyward* by Emilia Hart. As always, anyone is welcome.
- We hosted our first “Pastry Saturday” with muffins and buns from the new bakery in town – Sail the Sweet Sea. We are working on a regular “last Saturday of the month” arrangement and propose a new rebranding: Crumb Together Cafe.

Administration

- The state report has been submitted.
- Alyson has been working with Carol and Susan on new accounting procedures, resources, and software. More below.

Circulation

1709 items circulated in March. Fabulous! Onward! The percentages follow.

- NHDB: 30%
- Adult Collection: 17% (37% of this total is Non-Fiction)
- Youth Collection: 38%
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 8% (51 in, 94 out)

Alyson vacation time and sick leave

Alyson will be using 4 days in May. Because of her absence, she has requested we move the Trustee meeting to the following Thursday – May 23, if possible. Jessi Dussault, and possibly Gaale, will be covering.

Treasurer's and Accounting/Finance Committee Reports

The transition to Susan taking over as Treasurer has proceeded this month. She and Alyson have shared, via email, monthly reports. The Assistant Branch Manager for Mascoma Bank /Walpole, Melissa Flessa-LaRoche, has been very helpful with the transition of Treasurers. Susan is now an approved signatory for the bank accounts and Matt is the other. We have requested that all bank documents be mailed to the Library. Susan requested and received printed statements for 2023 and the first 3 months of 2024. She and Alyson are also now equipped with a new debit card for use as needed.

Susan has also been in contact with Three Bearings to ensure all documentation and information is communicated as needed and appropriate.

The Accounting/Finance Committee, AFC for short, (Carol, Alyson and Susan) have the intention of maintaining financial documents and information in a locked cabinet in the Library. Much thanks to Town Hall Staff for finding us a 2 – drawer file cabinet with lock at the Walpole Recycling Facility and to Jesse Moore for delivering it to us. The bookkeeping work will be done in the Library. (A note: because the Library uses the town of Alstead's tax ID, we are not permitted to log into our bank account online, lest we "see" other accounts.)

Our Committee in addition to looking forward needs to look backward. We need to prepare for the Town audit, scheduled for June. We need accurate numbers to responsibly and confidently move forward in 2024. Susan has compared financial reports and bank statements for 2023, has checked starting and ending balances for all months in 2023, and the totals for expenses and income and find that all match (with one error, apparently in transcription). These details are available to view, on request. Susan has been working to document income and expenses for 2024. This includes reconciling dates of income with actual dates of deposit (for example, Librarian's Report giving income in December that is deposited in January) and identifying expenses.

Susan has been in contact with the lead Auditor for the Town, Cory Philbrick, who has provided helpful thoughts and insight. She is waiting to hear how best to organize receipts and reports to prepare for the audit and explain our reasons for moving to Quicken which was the bookkeeping method chosen as most efficient by the AFC to support monthly reports and audit preparation. The spreadsheets created so far (January through April to date) will become the means of entering accounts into Quicken once we have obtained it.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Following up on a credit card from the Town. We asked Matt if he would follow up.
- Obtain a quote for a new laptop for the Treasurer as the operating system for the one in hand will no longer be supported later this year.
- Install Quicken and populate 2024 data. The AFC has defined income and expense categories to start although these may evolve.
- Generate monthly reports from Quicken and eventually end use of the Library Director's spreadsheet.
- Incorporate monthly expenses that the Town incurs on behalf of the Library into our reporting.
- Update bylaws as needed.
- Generate a document(s) that define accounting and financial policies, including succession.
- Decide how best to handle email for the Treasurer.

Maintenance Committee Report

- The Conditions Assessment is complete! Job well done! We discussed potential next steps. A feasibility study for a new roof with LCHIP funding was discussed. Joe commented that a letter of intent to LCHIP, that we intend to file a grant application, needs to be submitted by May 22, prior to our next meeting. This letter would be for an engineering/feasibility study of the work needed for our roof. Susan moved, and Jude seconded, that we send a letter of intent to LCHIP. The motion passed.
- We are ordering 2 new chair storage racks (one for the antique chairs, one for the modern folding chairs).
- We discussed a better storage arrangement (a chest or small cabinet?) for the sand in the front foyer for next year.
- **Pending** - Susan has contacted Barry Bellows to inquire whether he can install the lock on the downstairs bathroom door. Barry has agreed to purchase and install the bathroom lock and will work on the front door. Front door work is also still pending.
- **Pending** - The railing baluster on one of the inside staircases to the children's room is loose.
- Roof – Matt has been in touch with Melanson's to let them know the warrant for the roof work passed.

Old Business

Grants and Facilities

The conditions assessments report was completed by Paula Sagerman. Kathy received a number of comments via email from the Trustees which have been forwarded to Paula. Susan noted that The Shedd-Porter Conditions Assessment is a wonderful piece of work, with extensive attention to detail and documentation of so many aspects of our beloved building. This report will be presented to the Preservation Alliance once the final updates are completed.

Strategic Planning

Pending - Kathy handed out the Strategic Planning Goals (copied below) and asked for comments. Susan suggested that one way we might help with the process would be to help identify the local support for contractors, committee members, etc. for the categories of Building, Fund-Raising, Technology in particular. Trustees were asked to review the document, offer suggestions for names, and to give any suggestions for timeline prioritization.

Technology Grant

Alyson is in the process of ordering the new computers as needed.

Langdon

Susan reported that the Langdon Selectboard anticipates a stipend of \$7100 for us later in the year.

New Business

- Susan will contact the NHLTA to add Jude as a Trustee and to advise that Karn has resigned. Kathy reported that enrollment ends tomorrow for their annual conference.
- Carol reported that the agreement with the Town needs to be signed for 2024 now that elections are complete. She agreed to print a copy for our next meeting and Matt will coordinate signing by both boards.
- Elections of Officers - Susan was nominated for Treasurer, Carol for Assistant Treasurer and Secretary, Kathy for Vice Chairperson, and Matt as Chairperson. The proposed officer slate was approved.

Potential Action/Agenda items for the next meeting, Thursday, May 23, 2024 (PLEASE NOTE THE DATE CHANGE) at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's transition and any financial reports.
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 (see attached).
7. Technology grant updates.
8. Langdon.
9. Updated version of the agreement with the Selectboard/Town signed.
10. Accounting procedures committee update.
11. Other old business.
12. Any new business.

The meeting adjourned at 6:22 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller

SHEDD-PORTER MEMORIAL LIBRARY
Strategic Planning Goals
DRAFT

In each goal, we hope to engage local support for projects (i.e. contractors, committee members).

BUILDING

To complete existing projects such as the Restroom Renovation and the window painting.
Study:

To complete the existing conditions assessment through the NH Preservation Alliance.

To begin a feasibility study of ADA accessibility.

To complete a feasibility study for the roof.

Improve storage capacity in the lower floor of the library. Achieve greater storage efficiency through rearranging, new shelving, etc.

Continue to evaluate the buildings various systems (plumbing, heating, electric) for maintenance and repair.

FUND-RAISING

To increase our capacity for major funding, in preparation of future capital campaigns.

TECHNOLOGY

To continue to help create and support a digitally literate community.

Continue to teach patrons about the use of Libby, our fastest growing collection.

Explore different ways to educate our patrons on the use of technology.

In all digital collections, we want to support digital equity.

To monitor the technology in the library (computers, library social media, and the library website) making sure it is up-to-date and relevant.

COLLECTIONS

To continue to curate and maintain a print collection that is relevant to our community.

To explore digital options for our patrons such as Kanopy, Hoopla, or Ancestry.com.

Evaluate whether these types of services are appropriate for our community, budget, etc.

To explore and review the archival materials owned by the library. Determinations can be made about their disposition, as well as future housing.

To explore whether a return to digital database offerings are necessary, or indeed, possible given the budgetary constraints.

STAFFING

To increase accessibility to the building and library services by increasing the hours the library is open.