

Shedd Porter Memorial Library Minutes
May 23, 2024 Meeting
Approved

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

Alternate: Joe Levesque

Guest/Staff: Jessi Dussault (5:30)

The meeting was called to order at 5:06 pm. On a motion made by Kathy and seconded by Susan, the minutes of April 18, 2024 were approved.

Librarian's Report

April Income:

<u>Donations/Income Received</u>	<u>Amount</u>	<u>Description</u>	<u>Cash/Check</u>
Miscellaneous Fees and Donations	\$ 20.55	fees/small donations	cash
Langdon Community Club	\$ 125.00	donation	check
Crumb Together Cafe	\$ 44.00		cash
Total:	\$ 189.55		

Children's Happenings at the Library

- We received a Summer Readers Grant from CLiF! We will host a local author this summer, and on the day of the program, each child will receive 2 free, brand new, books. Thank you, CLiF!
- Alyson is immensely grateful to Sissy (aka Sharon) Iozzo for handling the copying (and folding!) of the Summer Reading Flyer at the town offices. Thank you, Sissy! The flyer will go to the Post Office at the end of May.
- More gratitude to the women at the Town Offices – SPML has been offered the use of the sign trailer (the one that has been recently out reminding everyone about their dog licenses) to advertise Summer Reading Sign-ups!
- Afternoons and Storytime will continue until the start of Summer Reading. They will recommence in late August.

Adult Happenings in the Library

- We are excited to host “Hands only CPR and AED training” on May 30th!
- The Page Turners book discussion of *Weyward* was fabulous, and our next book is *The Seven Husbands of Evelyn Hugo*. Books have arrived and the discussion will be held on June 27th. All are welcome.
- Civil Conversations have been very well attended the last couple months with record attendance! Much to discuss!
- There will be no Crumb Together Café this month – enjoy Memorial Day weekend! We discussed attendance during March and April. Kathy suggested we take a hiatus for the summer, and we all concurred. We will revisit this in August.

Administration

- Alyson recommends a change to the Circulation Policy: A patron's ILL borrowing privileges may be restricted should items borrowed from another library not be returned. Privileges will be returned at the discretion of the Director. Alyson will prepare a draft revision for review and will share this with the Trustees prior to our next meeting.

- Alyson is working on writing up the Strategic Plan with Kathy.
- Alyson reported that one of our fire extinguishers needs to be placed in a different location, such as bolted to a wall which may not work here. Matt offered to make a stand that could be placed, with the extinguisher, in a more public/visible place. The Maintenance Committee will address this and we will revisit the topic next month.

Circulation

April was good! 1618 items circulated throughout the community. The percentages are below:

- NHDB/Libby: 30%
- Adult Collection: 16% (of the total, 30% was Non-Fiction)
- Youth Collection: 35%
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 10% (81 in, 95 out)

Alyson Vacation & Sick Time

Alyson thanked Jessi Dussault for so ably covering the library in her recent absence. 10 Days remain.

Treasurer's and Accounting/Finance Committee Reports

The transition to Susan taking over as Treasurer continues. Susan emailed in advance the income and expense report, generated with Quicken on the new SPML laptop. She also shared an actual to budget spreadsheet as well. The "Actual to Budget" report takes the place of the Librarian's spreadsheet, from now on. At the end of the report, you will see the bank balances as of April 30, 2024.

We agree that this is still a work in progress, and we welcome suggestions or questions. Please keep in mind that we do not yet have the information for payroll included, but Susan reported she has a plan for making that happen. Carol also reported that in the process of generating reports in Quicken, we noted that we need to include the cost of certain technology and security items (Wix, Quicken, FatCow, One Source Security) in future budget plans as they were previously not included.

Susan has organized all of the 2023 receipts by date and created a binder containing all of the 2023 bank statements, as preparation for the audit. This material is now with Misty Gratacos, for the Auditors use in June.

Susan will be out of town June 1-22, and then will be dealing with a health issue on June 26. Carol will work with Alyson regarding bills and any checks that are needed and will ask Matt to sign checks when ready.

Susan has also been in contact with Three Bearings to ensure all documentation and information is communicated as needed and appropriate. She indicated she will follow up on this to confirm.

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

- Review the budget to actual spreadsheet re uncategorized and update to include all budgeted categories. (Carol)
- Following up on a credit card from the Town. Alyson did speak with Misty Gratacos who indicated a SSN for the cardholder would need to be attached. We concurred that this was not a best practice for an individual if it was a hard hit to an individual's credit score and we would stick with the debit card until we pursued this further. Alyson will try to determine if this ties to a person's credit.

- Incorporate monthly expenses that the Town incurs on behalf of the Library into our reporting, not necessarily into the current spreadsheet for expenses. (Susan and Carol)
- Update bylaws as needed. (Susan and Carol)
- Generate a document(s) that define accounting and financial policies, including succession.
- Decide how best to handle email for the Treasurer.

Maintenance Committee Report

- **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.
- **Pending** - The start date for the roof work repair is unknown.

Old Business

Grants and Facilities

The final copy of the conditions assessments report was updated from Trustees input and has been completed by Paula Sagerman. Kathy received this today and will forward it to all of us. This report has already been forwarded to the Preservation Alliance and will also go to LCHIP as part of our letter of intent for a grant application regarding engineering studies for roof work.

Strategic Planning

As mentioned above, Alyson is working on writing up the Strategic Plan with Kathy. There was discussion as to how Peterborough began their capital campaign as well as possibly bringing in a contact of Alyson's who does development for an area non-profit to talk with the Trustees.

Technology Grant

Alyson did not have a chance to order the new computers. Carol asked if, at some point, we could get an updated expense report on the grant.

Langdon

Jessi Dussault, who is a resident of Langdon and an employee of SPML, reported on meeting with the Langdon Selectboard. She asked them some questions on library support and went prepared with some statistics. It should be noted that the Alstead Selectboard did include library usage in an annual bill to Langdon for shared facilities. There were concerns from the Langdon Selectboard about roof costs. Jessi did offer to be a liaison between the towns regarding the library. The Langdon Selectboard were receptive but were concerned about voting/representation although they did say they were happy to listen to any future reports from Jessi. Jessi did inform them that she has never seen Langdon representation at a Trustees meeting, and she felt that the Langdon Selectboard should pay more attention to the cost of operation of the Library. A member of the Langdon Selectboard did suggest that stipends to SPML might be a possible line item in their future budgets. Jessi also felt it would be helpful for more public discussion about Langdon and the library. Matt reported that we could anticipate a stipend of \$7500 this year from the Town of Langdon which we were all happy to hear.

There was some discussion about the pros and cons of having an attorney review the Shedd will. Carol asked if the NHLTA had an attorney on staff that might assist with this. Susan has to be in contact with them on another matter and she will ask about this.

Other Old Business

- Susan has contacted the NHLTA to update Trustee information and forms for this were completed at tonight's meeting.
- The agreement with the Town was signed tonight. Matt will coordinate signing by the Selectboard. Carol requested that we get a hard copy of the signed document so that it can be scanned and added to our Webpage.
- Jude and Joe are attending the NHLTA conference next month.

New Business

- Matt asked if the arrival of Fidium to the neighborhood had affected DVD circulation. Alyson did not believe so. She explained that DVD circulation dropped substantially during the pandemic and our annual budget was adjusted accordingly.
- Carol discussed some issues with email. She explained that the issues were not FatCow but more likely from email being forwarded to Gmail and/or use of the "mail" app on Apple devices and how attachments can get lost in the email stream. She also thanked Jude for looking over changes and needed updates to our webpage.

Potential Action/Agenda items for the next meeting, Thursday, June 20, 2024 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates including placement of the fire extinguisher.
5. Approve revisions to the Circulation Policy.
6. Any grant updates including the building assessment project.
7. Strategic planning updates.
8. Technology grant updates.
9. Langdon.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:20 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller

Budget to Actual 2024

	Budgeted 2024	Remaining	Jan 1-April 30,2024						
Books	\$12,000.00	\$8,252.20	\$3,747.80						
DVDs	\$500.00	\$416.49	\$83.51						
Fundraising Cost			\$35.00						
NH Preservation Grant			\$1,250.00						
NHDB	\$2,000.00	\$670.00	\$1,330.00						
Office Operations/admin/supplies	\$1,200.00	-\$456.65	\$1,656.65						
Periodicals	\$750.00	\$238.98	\$511.02						
Professional Associations	\$400.00	\$345.00	\$55.00						
Programs	\$2,000.00	\$1,321.94	\$222.06						
Restroom Upgrade			\$22,156.43						
Security			\$456.00						
Summer Programs			\$591.60						
Technology	\$2,500.00	\$1,290.07							
Technology Grant			\$1,209.93						
Transfer from Savings									
Uncategorized	\$750.00	\$750.00	\$0.00						
TOTAL EXPENSES			\$33,305.00						
MASCOMA, STATEMENT BALANCES AS OF APRIL 30									
Checking			\$8428.81						
Savings			\$55092.51						
ADA Savings			\$5507.44						

Trustees Monthly Income and Expense Report 2

1/1/2024 - 4/30/2024
1 Account, 38 Categories, All Tags, All Payees

Category	1/1/24 - 1/31/24	2/1/24 - 2/29/24	3/1/24 - 3/31/24	4/1/24 - 4/30/24	Total
Income					
Book Replacement	\$0.00	\$27.00	\$0.00	\$0.00	\$27.00
deposit	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00
Donations	\$1,050.00	\$50.00	\$3,510.00	\$175.00	\$4,785.00
Langdon	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00
Miscellaneous Donations	\$146.70	\$8.70	\$28.33	\$30.22	\$213.95
Nonresident Fees	\$20.00	\$0.00	\$20.00	\$40.00	\$80.00
Trustee of Trust Funds	\$0.00	\$4,976.92	\$0.00	\$0.00	\$4,976.92
Total Income	\$6,316.70	\$23,062.62	\$3,558.33	\$245.22	\$33,182.87
Expenses					
Books	-\$470.88	-\$611.02	-\$1,667.61	-\$998.29	-\$3,747.80
DVDs	\$0.00	\$0.00	-\$52.96	-\$30.55	-\$83.51
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00	-\$35.00
NH Preservation Alliance	\$0.00	\$0.00	\$0.00	-\$1,250.00	-\$1,250.00
NHDB	\$0.00	\$0.00	-\$1,330.00	\$0.00	-\$1,330.00
Office/operations/admin/supplies	\$0.00	-\$832.01	-\$548.31	-\$276.33	-\$1,656.65
Periodicals	\$0.00	-\$511.02	\$0.00	\$0.00	-\$511.02
Professional Associations	-\$55.00	\$0.00	\$0.00	\$0.00	-\$55.00
Programs	\$0.00	-\$14.00	\$0.00	-\$208.06	-\$222.06
Restroom Upgrade	\$0.00	-\$22,156.43	\$0.00	\$0.00	-\$22,156.43
Security	\$0.00	\$0.00	\$0.00	-\$456.00	-\$456.00
summer programs	\$0.00	\$0.00	-\$591.60	\$0.00	-\$591.60
Technology Grant	\$0.00	\$0.00	\$0.00	-\$1,209.93	-\$1,209.93
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	-\$525.88	-\$24,124.48	-\$4,190.48	-\$4,464.16	-\$33,305.00
Total	\$5,790.82	-\$1,061.86	-\$632.15	-\$4,218.94	-\$122.13