

Shedd Porter Memorial Library Minutes
March 17, 2022 Meeting
Accepted

Present: Carol Reller, Alyson Montgomery, Susan Norlander, Matt Saxton, Karn McShane, Kathy Torrey (6:07 – 7:30)

Alternate: Joe Levesque

The meeting was called to order at 6:01 p.m. On a motion made by Karn and seconded by Susan, the minutes from the February 17th meeting were approved with a few minor corrections.

Librarian's Report – February

Income:

- Anonymous Donation: \$2000
- Woodfield Press: \$311.25 (profits from Library Days notecards)
- Miscellaneous Fees and Donations: \$8.48
- Non-Resident Fees: \$60

Children's Happenings in the Library

- Summer Reading planning is in full swing! WildLife Encounters is booked as our Kick-Off. Alyson has applied for a NHSL Summer Learning grant for supplies for several of the projects we have in store.
- We await news of whether we are awarded a CLiF Summer Readers grant – probably May.
- We are excited to officially welcome our new intern from the LEAF School to Shedd-Porter tomorrow! Stop by to say hello to Simon if you have a chance.
- Outreach to the schools continues, and Storytime has resumed – outside if at all possible. Fridays have returned to pre-COVID levels of “happy energy and noise,” and Alyson is thrilled!

Adult Happenings in the Library

- Our Mask Policy is now “Masks Welcome.” Social distancing and masks are always encouraged and welcome. Smaller gatherings have already returned to the library.
- Alyson has invited the Thursday night Coloring Group to return to the library. Their first Thursday will be March 31st. This will be promoted on social media.
- The State Report is submitted, and work has begun on the midterm report for the SHARP grant.
- Woodfield Press reported that this year “Library Days in Alstead” is going to be made into a magnetic notepad.
- We are receiving good feedback on the SPML Page Turners group! We are 46 members strong – 46! Membership is predominantly from Alstead, Langdon, and Acworth. It is a really fun Book Lovers Fan Club encouraging reading and a shared love of books. We will even have a March Madness event!

Administration:

- Alyson and Carol finalized a draft of a job description for the director. Alyson will email it to all.

Circulation

Circulation was great in February – 1349! The percentages are as follows:

- NHDB: 26%
- Adult Collection: 24% (with NF representing 27% of that amount)
- Youth Collection: 36%
- DVDs: 5%
- Audio & Magazine: 1%
- ILL: 9% (64 in; 60 out)

Alyson's Vacation and Sick Days

Alyson will be gone the 7th and 8th of April. Kat and Gaale are covering. No sick time has been used.

Treasurer's Report and Finances

January and February reports, which reflect December and January finances, were previously emailed. The report for February finances was also sent and reviewed. The MS-9 for February was not received so the balance sheet will require update.

There was discussion about a discrepancy in paying an employee. The Town had not been paying the appropriate rate. To correct this, it was proposed that this could be fixed via payroll or cutting a check. It was also pointed out that we overspent our 2021 appropriation. A correction going forward has been arranged per Matt. The employee requested that the discrepancy be corrected through payroll. The Library could pay the Town who will then pay the employee so that the proper paper trail exists and the appropriate deductions are made. Susan proposed that Karn work out the details with Mary at the Town and report back to all of us. We were all fine with this.

The question also came up regarding approved raises for Town Employees. The Town operating budget for a total of a 6.1% raise did pass although it did not specify which employees. Per Joe and Matt, this only covers those departments that report directly to the Selectboard. We concurred that the numbers we submitted for the Library appropriation did include a 4% raise for all our employees. Karn will investigate this with Mary.

Old Business

- **Grants**

LCHIP is requiring webinar attendance this year in lieu of an in person class for grant submission. Joe is signed up for April 18. Grant rounds open May 1 with letters of intent submitted by May 18. Joe was looking at the process for Preservation Planning Grants for Historical Resources, which is what we will apply for. June 22 is the application due date.

Carol mentioned that there is a local vendor for copper roofs – Jancewicz Roofing. She passed an article on to Joe about the Adams Mill roof project in Bellows Falls as it mentions a nonprofit foundation that supported the roof project there via grants.

- **Building and Maintenance**

- **Door**

Bob removed the slide lock on the back door. The door is now ready for use when we close off the front door. Terry Cox had suggested we begin thinking of a time frame. The committee agreed that any time in April and May would work, and that definitely the project needed to be completed by mid-June and Summer Reading. Susan offered to respond to Terry. (Since our meeting Terry has responded that he would soon return to the Library to determine a plan for closing the space. He intends to hire Rowan Norlander-McCarty to assist.)

- **Furnace**

Irving Oil has cleaned the furnace, and the technician said it definitely needed cleaning. Now the furnace has a tag indicating date of service.

- **Items to remove/replace**

The "spinner", near the circulation desk and used previously for paperbacks, has served its time. Alyson would like to find a new home for it and was given the go ahead to do so. Also, the clock that looks like an antique (but is battery powered) no longer works. Alyson will dispose of it accordingly.

- **Bathroom**

We would like to work on the bathroom renovation with the idea that August and September would be a good time for this project. The project will include a platform built out into the room leading to the bathroom, with walls refinished (inside bathroom and outside), a light switch installed outside the door, the sink refinished. Suggestions for contractors we might approach include Don Crump. Susan was willing to approach Don and we agreed.

- **Smoke detectors**

Alyson secured a quote from One Source Security, which is the company that installed our Alarm system.

Scope of Work: One Source Security to supply and install new wireless photoelectric smoke detectors compatible with your Lyric LCP500-L Alarm system at the Shedd-Porter Library in Alstead. Locations are as follows:

1 -Downstairs in the children's room.
1 -Boiler room
3 - Main Floor

5 Wireless Lyric Smoke Detector
1 Cable, Fittings, Labor and Initial Programming included
1 Daily Test Timer (\$6.00 monthly) billed annually"

Subtotal \$1942.80

The Committee feels that we should have a detector in the "attic space" and perhaps we only need 2 detectors on the main floor. Alyson contacted Brad Peskovitz of One Source about additional detectors and/or placement. An additional smoke detector would be approximately \$250.

Carol made a motion to allow the Maintenance Committee to hire One Source to install smoke detectors as the Committee sees fit comparable to the above SOW with a not to exceed cost of \$2200, the bulk of the funds to come from the recent anonymous donation. Susan seconded the motion. The vote passed 4 – 1. Joe filled in for Kathy who had just departed. Karn was opposed.

- **Window Project**

- As yet, there was no reply, per Susan.

- **Email**

Alyson, Joe, Kathy, and Karn have updated their phones to add an email account for FatCow. Joe plans on helping Susan with this soon as they both have Droids and the time constraints of the election have passed. So far, all is working well for those using FatCow as part of their mobile device email. Carol will work with Matt at his convenience to wrap things up.

New Business:

- Kathy mentioned that the NHLTA would be holding their annual meeting on May 10. She hopes to attend if any else is interested.
- Joe has requested permission to hold Civil Conversation beginning Saturday, March 19th. Coffee would be BYOB. Alyson will remove the coffee pot and publicize the event. Alyson has requested that masks be worn. This event, and other indoor events, will be month by month based on pandemic dynamics and ability to be held outside, either on the lawn or at the gazebo. In terms of Cinnamon Bun Saturdays, we agreed that we should revisit this next month.

- Election of officers for 2022 – 2023 was postponed to next month when hopefully all 5 trustees are present.

Potential Action/Agenda items for the next meeting, Thursday, April 21, 2022 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report – February and March.
4. Payroll issues/status.
5. Any grant updates.
6. Maintenance committee updates.
7. Obtaining estimates for replacing the copper roof.
8. Library Director Job description.
9. Mask status and scheduling of in person programming/events.
10. Election of Officers for 2022- 2023
11. Any new business.

The meeting adjourned at 7:47 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller