

Shedd Porter Memorial Library Minutes
April 21, 2022 Meeting
Held Remotely via Zoom
Approved

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

Alternate: Joe Levesque

The meeting was called to order at 6:02 PM. On a motion made by Kathy and seconded by Susan, the minutes from the March 17th meeting were approved.

Librarian's Report – March

Income:

- Whipple Free Library: \$10
- Misc. Fees and Donations: \$8.96

Children's Happenings

- Storytime on the Lawn is back and the kids are coming! Make and Take crafts are also flourishing – our intern Simon loves to develop crafts.
- Storytime with the schools continues.
- We were not awarded a Summer Learning Grant from the State Library for Summer Reading. This year the state had more limited funding and could only fulfill 1/3 of the total requests. Preference was given to libraries that had not previously been awarded a grant. The grant, while helpful, is not a deal breaker. We are proceeding with Summer Reading plans, using more recycled materials, as well as materials we have in house.
- We await news of whether we are awarded a CLiF Summer Readers grant – probably May.
- Our flyer for Summer Reading is almost ready to go to Mary for copying. We will fold the copied flyers for the town mailing. I've spoken with Carla Boyington, (Fall Mountain K-8 Librarian) and she will distribute a copy to the children in the schools.

Adult and Administrative Happenings

- Alyson is attending a virtual workshop on May 3rd, hosted by the State Library - "Preparing for Challenges."
- Alyson reported sending emails through FatCow, which were not received. She was wondering if anyone else is having this issue. No one seemed to be. Carol mentioned that perhaps we could use Comcast email through our Internet provider if people still felt strongly regarding replacing FatCow. Alyson will look into this.
- SPML Page Turners has 50 members!
- COVID case counts in Alstead and Cheshire County are up. Library programs have been moved outdoors. Currently our mask policy is "Masks Welcome." Carol and Karn asked if masks had been worn in March for Civil Conversation as we had stipulated; they had not. The April meeting was held outside.

Decisions regarding location of both Civil Conversation and Cinnamon Bun Saturdays will continue on a month-to-month basis. As of now, Civil Conversation will be held on the on the library lawn or the Gazebo in May. No decision was made regarding resuming Cinnamon Bun Saturday. Alyson indicated all other events, including the coloring group, would be held outside.

- Alyson received a revised quote from Brad at One Source for the smoke alarms and heat sensors. At first it was greater than \$2200, but Brad revised the quote to \$2,200.76.

- Alyson is working on the Midterm report for the SHARP grant that we were awarded through NH Humanities (CARES Act funding).
- The “Spinner” has found a new home at the book shed at The Walpole Transfer Station. Behind the spinner were many old framed pictures – 2 really good photos are now displayed.

Administration:

- Alyson and Carol finalized a draft of a job description for the director. Alyson emailed it to all but it was not reviewed. This was tabled until the next meeting. Karn suggested generating questions in advance that would be appropriate to include in a performance review for the Director. We all agreed.

Circulation

Circulation is robust! 1679 items circulated in March! The percentages are as follows:

- NHDB: 22%
- Adult Collection: 22% (44% of total was NF)
- Youth Collection: 40% (The kids are back!)
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 12%; (113 in; 95 out)

Alyson’s Vacation and Sick Time

Alyson used her two holdover days from 2021. No sick days have been used, and no 2022 vacation has been used to date.

Treasurer’s Report and Finances

April reports, which reflect March finances, were emailed.

The question came up at the March meeting regarding approved COLAs for Town Employees. The warrant article 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 investigated this with Mary and the conclusion was that the COLA did not include Library employees. Karn also reported that there is some confusion regarding Laura’s pay as she works for various departments. Susan suggested that we need more information on this for our future budgeting purposes and hoped we could obtain this in writing. Karn also commented that since the Town is responsible for the building maintenance, she wondered why we were paying for Laura’s hours. This will need to be worked out prior to budget season and to ensure that we pay the Town the appropriate figure from our overspent 2021 appropriation. Karn will continue on this.

Kathy reported that the Maintenance Committee is working on documenting routine maintenance and plans to reach out to the Town regarding who is responsible for what based on a “historic” document from a past Selectboard.

There was discussion last month about a discrepancy in paying an employee. This was resolved through payroll.

Old Business

• Grants

Joe and Kathy attended the LCHIP webinar on April 18 and found it informative. Joe and Kathy will meet to work on the Letter of Intent for an Assessment Grant. Carol mentioned that the

NHLTA newsletter reported on an LCHIP funded project at the Silsby Library in Charlestown. Joe plans to talk to the people in Charlestown in regard to this.

- **Building and Maintenance**

- **Door**

- Susan reports that Terry and Rowan hope to start work on Monday, May 9. Alyson will post on social media and the website that we are switching to curbside service for that week.

- **Bathroom**

- The Maintenance Committee met with Don Crump and worked out a plan to renovate the bathroom. A preliminary drawing and details were shared in an email from Susan dated 18 April. Susan updated that she has a call in to a plumber and has talked further with Don Crump. We await a quote.

- **Smoke detectors**

- As mentioned above, Alyson and Kathy secured a quote from One Source Security, which was just slightly above (76 cents) the amount approved last month. Matt questioned, after looking at the quote, what needs to be done by the customer (us) for this project. Alyson pointed out that the vendor was very cognizant of this being a historic building and quoted appropriately with wireless and no conduits.

Karn brought up the potential of the heat going off and no one knowing it. Carol mentioned a freeze alarm, which would dial out if the temperature dropped below a set level. This would be separate from what One Source is doing.

- **Window Project**

- Susan heard from the contractor who hopes to return to Alstead in May to further look at the downstairs windows. He is 18 months out right now with projects.

- **Roof**

- Matt met with two contractors and is awaiting quotes. He also reported that copper is difficult to obtain right now but did not know why.

- **Other Old Business**

- Kathy will attend the NHLTA annual meeting on May 10.

New Business:

- Kathy moved to reelect the current slate of officers. Karn seconded the motion. The motion passed with 4 in favor. Carol abstained.

Potential Action/Agenda items for the next meeting, Thursday, May 19, 2022 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Payroll issues/status.
5. Any grant updates.
6. Maintenance committee updates.
7. Roof estimates.
8. Library Director Job description.
9. Mask status and scheduling of in person programming/events.
10. Email
11. Any new business.

The meeting adjourned at 8:04 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller