

Shedd Porter Memorial Library Minutes
March 16, 2023 Meeting
Accepted

Present: Carol Reller, Alyson Montgomery, Susan Norlander, Kathy Torrey, Matt Saxton, Karn McShane (5:50)

Alternate: Joe Levesque

Guests: None present

The meeting was called to order at 5:37 PM. On a motion made by Susan and seconded by Kathy, the minutes from the February 16th meeting were approved.

Librarian's Report

Income

- Michael Taylor Donation: \$25
- Ann Hess book replacement: \$20
- Laurie Luther-Houghton: \$30
- Non-Resident Fees: \$40
- American Endowment Fund Donation: \$2,000
- Miscellaneous Fees & Donations: \$19.70

Children's Happenings in the Library

- We got the Revive Your Literacy Grant from CLiF! This will mean \$250 of free children's books and money to run our Spring into Reading program! This will entail two Harry Potter events in April and a Team Read meeting in May. At the Harry Potter event, everyone will get a new copy of *Cursed Child* to keep; there will be costumes, and everyone will write and act in their own Harry Potter skits. The Team Read in May will provide each participant with their own new copy of *Change Sings* by Amanda Gorman. We are excited!
- March's meeting of Team Read is coming up – the book is *Bob* by Wendy Mass, and all copies are checked out!
- Summer Reading planning is in full swing – WildLife Encounters is booked to kick-off the program, and Alyson has applied for a CLiF Summer Readers grant. Other programs so far include the hugely popular River Walk and an afternoon making solar ovens.
- Rylie Porter is going to continue as a Summer Reading volunteer.

Adult Happenings in the Library

- The Page Turners book group is meeting on March 23rd to discuss *Band of Sisters*. Of course, all are welcome.
- Shedd-Porter will be supporting a new Book Group with Chase's Mill. The group will focus on extraordinary women. During the summer the group will meet at the Mill, but in winter the group will meet at the Library. Alyson will order ILL books as requested and needed by the group.

Administrative Happenings

- Kathy and Alyson conducted another Community Input evening via Zoom for the Strategic Plan. Great feedback, and a request to revive a Christmas Variety Show from the past. The print survey is also out, and we are receiving responses! More below.
- We all concurred that Alyson should continue to oversee staffing the Library as needed for necessary coverage.
- Alyson mentioned that a patron who had previously offered to the Trustees, prior to the pandemic, to donate a stone bench came in to discuss the donation. The patron did mention she is considering other ideas in lieu of the bench. The patron also offered to assist Lindsey with crafts during a vacation week story hour.

Circulation

Circulation was robust in February – 1483 items! That is the highest circulation number for February for SPML EVER! Huzzah! Percentages are below:

- NHDB: 28%
- Adult Collection: 20% (40% of that is Non-Fiction)
- Youth Collection: 37%
- DVDs: 5%
- Audio & Magazine: 1%
- ILL: 10% (58 in, 88 out)

Alyson Vacation & Sick Time

None used. 18 days remain.

Treasurer's Report and Finances

January and February income and expense reports, reflecting December and January, were emailed prior to the start of the meeting. The end of year report was also included. February reports were not yet available.

Karn mentioned that Three Bearings asked her to take part in a presentation for the NH Municipal Association in June. We encouraged Karn to take part in this as we all felt it was a compliment to her.

Karn has not had a chance to count the coins or the funds from the bathroom donation jug that Alyson and Carol liberated last month.

Building and Maintenance

Bathroom and Hallway:

Susan has reached out to Barry and Ciaran but there is nothing new to report.

Front Door:

A full fix to recurring problems is still pending.

Windows:

Again, nothing new to report. In terms of just painting, Matt reminded us that Chris Morrell was willing to estimate painting, but we have not heard back from him.

Gutters and Roof:

Nothing to report.

Other Buildings and Maintenance Items:

Bob, Susan, Alyson and Kathy met on March 9th and discussed the strong community support for the library over time and the history of maintenance issues with the roof, in particular. The committee also discussed the current situation with the outside lights - Susan reported that Mary is now on the job to help resolve the problem. The timer is being reset for daylight saving time.

Old Business

Grants and Facilities

Kathy was looking for and needs details regarding all maintenance and preservation work done on the Library since the 2009 conditions report. This is necessary for the grants she hopes to apply for. She discussed her strategy and briefly reviewed what work she has completed so far.

Joe mentioned that it is possible to use ARPA funds for the roof repair. The thinking is that the real issue which has caused recent problems is where the roof meets the stone. Matt took an action item to call Keith Hanitow at Melanson to get the process going. We need get the second half of the process done that Mike Given was originally slated to do in 2022 and to continue routine maintenance.

Other Old Business

- Susan contacted Jeff Smull who has agreed to serve as alternate. His and Joe's name will be submitted to the Selectboard by Susan for appointment.
- The 2023 officer slate was discussed. This also led to a discussion of communication with the Selectboard and the differences between accounting, expenses and bookkeeping. Carol suggested we focus on officers and discuss our interaction with the Town at a future meeting. Kathy motioned and Susan seconded that we accept the current officer slate for 2023. The vote passed. It should be noted that Carol forwarded by email (after the close of the meeting) an informal agreement between the Selectboard and Trustees from many years ago, and possibly never signed, detailing division of responsibilities. It would be helpful if we all could review this such that we can discuss an action plan at the next meeting.
- The idea of having a library tote bag was previously suggested after Susan and Carol saw one Gaale had from another library. Alyson demonstrated her skill in multitasking by helping patrons and even inviting them into the discussion at times. Alyson thought what we used on our stationary might work but Erin Heidorn, who designed the logo, did not feel the resolution was high enough. Erin was willing to provide other ideas or artwork. Once we have some type of artwork, Alyson and Carol will pursue quotes.
- Discussion regarding library representation and funding for Langdon was briefly discussed. Carol had proposed at the February that we discuss the appropriate methods to obtain legal review for our charter and all had concurred. It would be helpful if we all could review this such that we can discuss an action plan at the next meeting.
- On a motion made by Kathy Torrey and seconded by Karn McShane, the Trustees voted by rollcall (Matt Saxton – y; Susan Norlander – y; Karn McShane – y; Carol Reller – y; Kathy Torrey – y) to enter non-public session at 7:35 PM pursuant RSA 91-A:3, II (a). On a motion made by Kathy Torrey and seconded by Karn McShane, the Trustees voted to leave non-public session and return to public session at 7:55 PM. The motion passed with all 5 Trustees in favor.
- Karn motioned to raise Alyson's salary as Director to \$42,500 annually. Matt seconded the motion. The motion passed. Matt will communicate this to Alyson.

Strategic Plan:

Community Input:

Kathy shared the following update previously via email. March has come in like a lion, with a zoom meeting on March 2 to solicit input from members of the page turner's group. It was a "small but mighty" turnout and the discussion revolved around the changing uses of the library as families grow up and adults work schedules change.

The welcoming atmosphere and good book selection, opportunities for using the state library system and the sociability for stay-at-home parents/grandparents were mentioned as strengths. Virtual accessibility to library resources was discussed as a strength in terms of the successful development of the Pageturners group and NH downloadable books.

Opportunities - Lindsey mentioned some initiatives currently in development and we mentioned ideas for book groups and events which might bring together different sectors of the community .

Physical barriers to access and the fact that the library has limited weekend and evening hours were briefly discussed. A holiday in- person event from the past was fondly remembered by those who were present and the idea of reviving the program was discussed. Heather Jasmine was willing to help out with this and/or a short-term project in support of the library.

The questionnaires have been printed and are beginning to be distributed at the library and by volunteers. They are available online on the website and on the Pageturners Facebook page. We plan to distribute them at voting day and the transfer station, weather permitting. Kathy felt we may need to encourage people to fill this out.

Building related aspects of the strategic planning are being discussed as we prepare to apply for the condition assessment. Kathy has made progress on the application and should have it completed by next week.

New Business

There was no new business discussed.

Potential Action/Agenda items for the next meeting, Thursday, April 20, 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.
 - a. Matt has an action item to call Keith Hanitow at Melanson.
5. Any grant updates.
6. Revisit the informal agreement we have with the Selectboard regarding operations and maintenance costs. Please read prior to the meeting.
7. How to determine total library operating costs.
8. Strategic planning.
9. Our charter and key points in the Shedd Will and Trust (please read prior to the meeting) regarding Langdon.
10. Tote bag
11. Other old business.
12. Any new business.

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

Respectfully submitted by Carol Reller