

Shedd Porter Memorial Library Minutes
October 20, 2022 Meeting
Approved

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

Alternate: not present

Guests: none present

The meeting was called to order at 5:05 PM. On a motion made by Susan and seconded by Karn, the minutes from the September 15th meeting were approved.

Librarian's Report – September

- Miscellaneous Fees and Donations: \$21.55
- Gowen book replacement: \$14
- Cinnamon Bun Saturday: \$101.54
- Smyth PL: \$10
- Non-Resident Fees: \$60

Children's Happenings at the Library

- We hosted a Team Read along with the weekly Storytimes this month – a fun time was had by all! We averaged 20 attendees at Storytimes/Team Read in September.
- Outreach in the schools is going well: Storytimes and books go to Sarah Porter School and the 2 kindergartens at APS. Books are taken to the 1st grade at APS.
- The Scarecrow Party was a huge success and a great time. Pete's Stand once again donated pumpkins for pumpkin-painting; 70 people attended in total! Enjoy our new patrons in the front yard...
- Langdon Fall Festival was a great outreach opportunity, and we will do it again next year.
- Alyson will be handing out candy from Shedd-Porter at the APS Halloween Parade.

Adult Happenings at the Library

- It was a wonderful, busy month of Adult Programming at the Library! The morning Needlecraft group started at the beginning of September and has now met four times (first and third Wednesdays)!
- The Adult Coloring Group is also meeting again in the Library – every 2nd and 4th Thursday evening. Alyson has been asked about it a couple of times by patrons – the group is growing.
- The Page Turners Facebook group hosted an in-person book discussion. It was well attended and well received. 7 people! We are meeting again in November – anyone is welcome to join us – we are reading *Braiding Sweetgrass* by Robin Kemmerer.

Administration and Personnel

- Kat Stiles has resigned to accept an offer from Keene State's Mason Library. Alyson has offered Lindsey Elsesser three of the four hours that Kat worked per week to continue as our Library Assistant for Youth and Social Media. Lindsey was already managing our social media and will now add Friday Storytime. We wish Kat the best!
- We were closed for Veterans Day last year. Alyson encouraged us to close for the Federal Holiday (11/11) this year as well. We all concurred.

Strategic Plan

- Alyson is recommending that we develop a working group (committee) for the Strategic Plan. This group can meet separately from the Trustees yet make regular reports. Alyson feels this group should include trustees, patrons, and the Director. A discussion ensued. Carol commented that she thought the Trustees should lay out some parameters or goals first. Karn commented that she did not feel a Treasurer needed to learn about facilitating. The discussion focused on

establishing a committee with some direction or giving them “carte blanche” and allowing a committee to “dream” as Susan pointed out. We concurred a structure of reporting would be necessary. Carol stressed that she felt the committee ought to have a charge regarding what we are seeking. Alyson made a good point that the charge or purpose of the committee should relate to the SPML mission statement. Susan suggested we table the discussion for now as she knew Kathy hoped to be involved in this process. She also suggested that Alyson meet with Kathy and develop a roadmap/plan for a strategic planning committee and come back to the Trustees at a future date for discussion; we agreed that this was a wise idea.

- Alyson provided the following information on facilitators for focus groups from: NH Listens can connect us with facilitators – Courtney Wrigley was the facilitator discussed in our training, as well as Deb Hoadley. NH Listens can help finding additional potential facilitators if the working group needs this.

Circulation and other Statistics

Circulation was fantastic in September, as was the number of patrons that visited the library! We welcomed 1024 patrons, and circulated 1626 items throughout the community. So far this year, we have welcomed 7,138 people into the library. The circulation numbers are as follows:

- NHDB: 21%
- Adult Collection: 20% (27% of this total was Non-Fiction)
- Youth Collection: 43%
- DVDs: 3%
- Audio & Magazines: 1%
- ILL: 9% (65 in, 88 out)

Alyson Vacation and Sick Time

None used this month. 8 days of PTO remain.

Treasurer’s Report and Finances

September reports, which reflect August finances, were all presented and discussed. For October, income and expenses, reflecting September, were presented and discussed.

There was discussion about costs, relative to budgets, and responsibility for building cleaning since the employee who performs this service works for the Town and not the Library. The employee cleans all Town buildings. The Town has asked us for reimbursement for the portion of her pay that covers time at the Library. Karn believes we are not responsible for this cost. The issue is further compounded as we have not received any type of invoice and we may owe the Town funds to cover payroll expenses beyond the budgeted allotment. Matt will pursue this with Mary and the Selectboard.

Building and Maintenance

Bathroom and Hallway:

Barry Bellows has agreed to work on the downstairs bathroom! Several of us met with Barry yesterday – it was very informative, productive, and energizing. As of now, we anticipate not needing a vestibule as originally thought, perhaps by using a wall hanging toilet with a pump. The sink would then be on the outside wall with a fold down changing table. The floor would likely not be raised, and doors should remain relatively as is. There were also discussions about ways to clean up the space in that area, particularly a better method of storing chairs, tables, and cleaning supplies and paper goods. Barry hopes he can do this sometime during the winter of 2023 and will work on a quote.

Boiler Room:

Susan discovered the source of the water on the floor of the Boiler room – an unused (but functioning) water heater. We have asked Barry and the plumber he works with to review the water heater and make a recommendation for its future as well as possibly installing a utility sink.

Joel has assembled the shelving unit in the Boiler Room and did a great job. Susan then organized the paints on the shelves, disposing of many old and unusable cans. Thank you, Joel and Susan!

Front Door:

Alyson reported more difficulties with the front door closing. Further examination showed some play in the door jambs. Barry Bellows said he would fix the jamb in the coming weeks. Over this past weekend Joel McCarty installed putty into the hole that should secure the second door in place. Joel also reset the striker plate to align the lock more appropriately. Thank you, Joel! Right now, all seems to be working!

Windows:

There was nothing new to report. Matt and Joe agreed previously that they would ask the Selectboard to locate a contractor but still need to do this.

Gutters and Roof:

Matt had asked Melanson to put us on their maintenance list and he expects they will come after all the leaves are down. Carol reported that Barry Bellows suggested we get a mason up on the roof to see if anything needs to be repointed. He does have a lift that could be used for this. No decision was made.

Other Buildings and Maintenance Items:

John Allen recommended against dimmer switches on the light fixtures. His recommendation, if we want lower lumens, is to switch out the LED bulbs (on both sides).

Old Business**Grants**

Joe reported via email that we did not get the LCHIP grant for the Historical Structure Report. He will elaborate in an email in the next day or two.

Other Old Business

There was nothing to report regarding AED signage and training.

We are still seeking suggestions for an additional alternate.

New Business

Alyson emailed a first draft/proposal for a 2023 budget that she and Carol had worked on. We discussed the overall budget and what we should request from the Town. We concurred that requesting a line item of \$47,500 would be reasonable compared to the 2022 number of \$47,396 and that we found Alyson's overall budget for 2023 acceptable as presented. Karn motioned that we request the amount of \$47,500 from the town. Susan seconded. The motion passed. In terms of warrant articles for the CRF, we will discuss this next month.

Carol mentioned that a revised draft of a performance review form had been emailed to all. No one had any further input so Carol will finalize the form as accepted and email to Alyson. Alyson and Matt will meet for discussion.

Potential Action/Agenda items for the next meeting, Thursday, November 17, 2022 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance/committee updates.
6. Strategic planning.
7. AED signage and training update.
8. An additional alternate.
9. Warrant articles.
10. Any new business.

The meeting adjourned at 7:35 PM on a motion made by Susan and seconded by Karn; the motion passed unanimously.

Respectfully submitted by Carol Reller