

Shedd - Porter Memorial Library Minutes
July 17, 2025 Meeting
Approved

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

Alternate: Joe Levesque

Guests: Ciaran Lavery (5:00 – 5:35)

The meeting was called to order at 5:03 pm. On a motion made by Susan and seconded by Jude, the minutes of June 19, 2025 were approved.

Children’s Happenings in the Library

- Summer Reading is in full swing! Shedd-Porter has been busy this summer! Our first four programs have gone well with good attendance (76 people attended the VINS presentation). Thank you so very much Kathy for helping to lead the tie-dye party and Carol for leading the STEM crafts.
- Other upcoming Summer Reading highlights include: CLiF with free books for kids, the concert with the Keene Woodwind Quintet, and the River Walk with Kate Buckman.

Adult Happenings in the Library

- Page Turners was well attended and had a great discussion of *Summer of ‘69*. We are looking forward to our August discussion of *The Midnight Library*. All are welcome.
- Looking ahead, in late August we will be hosting a book swap with Chase’s Mill. Bring some books to give away and get some new ones!
- Our Little Free Library looks fabulous! We have gotten a LOT of compliments and use. We were not awarded a free LFL for Langdon, but it is possible to purchase one if we choose that route.

Administrative Happenings in the Library

- The Maintenance Committee did not meet this month.
- Alyson spoke with Jesse Moore about placing woodchips in an oval bed around the LFL and the bike rack out front. Matt spoke up that he did not agree with this idea and motioned that these areas remain grass. Jude seconded. The motion passed. Alyson agreed to recontact Jesse. She also talked with him about cleaning the lichen off the sign in front of the library.
- Nicole Telaar has proposed a community contest for artwork for a Library tote bag. Alyson explained that we, the Trustees, had explored this idea before, and that we all thought it was a good one! Alyson detailed Nicole’s experience, background, ability to run a contest of this nature and the details of what she proposed. The Trustees thought this was a great idea and appreciated Nicole’s initiative and her willingness to champion this project. Alyson will coordinate with Nicole.
- Amanda Lyman and her daughter Kate have many packs of seeds that they want to donate to us for a Seed Library. Kate is creating a nice box for its organization.
- Due to a very generous donation, as well as the funds from the CLiF Rural Libraries grant, Alyson is working with Jessi Dussault on a plan for some new Children’s room furniture and storage.
- On Tuesday, SPML hosted a tour group from Glessner House in Chicago (24 people!) for a tour of the library. It was great! They gave us a very nice donation.

Circulation

Circulation was good in June! 1288 items circulated throughout the community. Our Libby usage has decreased from last year by ~ 23%. There were 505 checkouts in June of 2024 versus 388 in June of 2025. Also of interest, Wonderbooks are very popular, popular enough to include very popular included specific numbers for circulation. The percentages are below:

- NHDB: 30%
- Adult Collection: 21% (25% of this total is NF)
- Youth Collection: 30 %

- DVDs: 3%
- Audio, Magazines, and Wonderbooks: (Magazines: 11; Audio Books: 2; Wonderbooks: 26)
- ILL: 13% (93 in; 76 out)

Alyson vacation and sick time

10 days remain. She will be using two days in August; Jessi Dussault is covering the desk.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Susan reported that the annual audit started earlier this week. There was some miscommunication about available receipts which was thoughtfully resolved by Misty Gratacos (Susan was unavailable that day). The situation was aided by the fact that Susan had all the ducks in a row with receipts, neat and tidy, such that Misty was able to readily provide what was needed. Thank you, Susan!

Susan has sent a letter to the Selectboard regarding where we stood with our 2024 appropriation and any monies owed for other expenses. She reported last month that we did not use our entire appropriation and perhaps we could use it to offset any monies owed for other expenses. The Selectboard has not had time to review this yet.

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

- Generate a document(s) that defines accounting and financial policies, including succession.
- Complete organizing old files and the file cabinets.

Maintenance Items and Committee Report (note that the committee did not meet this month)

- **Roof:**

Ciaran Lavery had sent an email with a dimensional plan of the roof along with roof options. He reviewed the information which is basically a framework for a contractor or roofer to use to provide provisional pricing in order to decide on the appropriate option. Ciaran also emphasized that a registered engineer will be required for the following:

- Evaluate the original roof and the supporting structure for compliance with the latest requirements of the Existing International Building Code and any other required regulatory statues.
- Evaluate the Secondary roof structure for any suspected abnormal stress loading or other conditions for the contractor to be aware of.
- Evaluate the proposed protection plan.

We briefly discussed attic mini splits (more below). Ciaran is okay with them being placed somewhere other than in the attic in order to help reduce humidity.

Matt pointed out that we might need to make any professional hires aware that funding is not yet in place for a full scale project.

Ciaran will coordinate meetings with a few registered engineers by the end of August. We agreed that at least one of the Trustees should be in attendance for these meetings.

- **Mini splits**

Alyson met with Matt Beam to discuss a minisplit for the main floor of the library. He says it is very doable and is working on a quote. It is not possible to have the minisplit run through the existing ducts because our ducts are not insulated. The unit would be on the back right wall. Alyson emailed ARSL (Association of Rural Small Libraries) about installing the minisplit on the main level instead of the attic, and they approved.

- **Other Maintenance Items**

- Chris Morrill will be coming to paint the outside windowsills and frames this summer – pending.
- Joe continues to investigate spill dams for the oil tank and is having a hard time finding one he thinks will do the job. He will reach out to the Town's current oil provider. – pending.
- Kathy and Joe discussed water testing. Joe suggested that we need to verify we are part of the system/well that services the store, Town offices, etc. as the water is tested annually for the General Store. Susan will reach out to a local, nearby resident to see if they have any information available. – pending.

Old Business

Grants and Facilities

There was nothing new to report. Joe continues to look for funding from private foundations because of potential issues with federal funding sources.

Updates on the Status of the Contract for the Director

Carol and Susan reported that this is temporarily on hold while we complete the draft personnel manual which is ready for input from Alyson, then the Trustees, and then on to our attorney. Susan, Carol and Alyson hope to meet prior to the next Trustees meeting.

Updates regarding phone

Carol briefly reviewed what work has been done since our last meeting. The Selectboard approved the change at their June 24th meeting. Gordon Kemp was able to sign the contract after Fidium changed it to a one-year term.

Keys

Joe gave a key to Misty to place in the key box at the Town Offices.

New Business

Carol and Susan mentioned that the front door is looking a bit worn again and may likely need to be once again refinished. Carol will reach out to Barry Bellows for any contractor recommendations.

Potential Action/Agenda items for the next meeting, Thursday, August 21, 2025 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
 - water testing/well,
 - window painting status,
 - Mini Splits and utilization of the \$14,000 grant and its timeline,
 - spill dams,
 - front door work.
5. Roof work update.
6. Any grant updates.
7. Updates on the status of the contract for the Director, job description, and personnel manual.
8. Other old business.
9. Any new business.

The meeting adjourned at 6:50 PM on a motion made by Susan and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller