

Shedd Porter Memorial Library Minutes
December 16, 2021 Meeting
Approved

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

Alternate: Joe Levesque

The meeting was called to order at 6:03 p.m. On a motion made by Karn and seconded by Kathy, the minutes from the November 18th meeting were approved as modified.

Librarian's Report – November

Income

- Carol & Ed Reller: \$150
- Jude Willis & Joe Levesque: \$100
- Kate McGrath and Karl Townsend: \$25
- Non-Resident Fees: \$40
- Stephenson Library (Greenfield): \$15

Children's Happenings

- Alyson will continue to do Storytimes in the schools as long as it is allowed. Books also continue to circulate through the classrooms.
- While we are not doing indoor Storytimes, families still come to the library to play and check out books on Friday afternoons. Unfortunately, we could not do gingerbread houses this year.

Adult Happenings

- Civil Conversation and Cinnamon Bun Saturday will be pausing for the winter season due to COVID numbers.
- As of now, few libraries have returned to curbside service only. At SPML, patrons have been respectful of the indoor mask mandate. People also seem to be trying to keep an appropriate distance from other patrons.

Administrative Happenings

- Alyson will be working on the annual report for the town, and soon the state year-end report.
- Gaale and Alyson are working on inventory weeding during quiet times.
- Alyson continues to work on updating her job description.
- The Maintenance Committee has met. More below.
- Alyson is contemplating changing the NY Times subscription to online rather than paper. She will contact the patron that has donated funds for the subscription. Alyson believes that access to the NY Times online would only be available in the library.

Circulation

November's circulation was 1220. We were open fewer days than other months with the holidays. The percentages are as follows:

- NHDB: 34%
- Adult Collection: 19% (Non Fiction represented 27% of the Adult total)
- Youth Collection: 35%
- DVDs: 4%
- Audio and Magazines: 1%
- ILL: 7% (39 in; 52 out)

Alyson's Vacation and Sick Time

3 days remain of PTO; Alyson has asked if she might hold over one for late January and another for February. We agreed that Alyson could hold over 2 days; she will use the third day before the end of the year. Karn suggested that Alyson distinguish these days in her reporting for the next few months.

Treasurer's Report

November reports were emailed prior to the meeting. Karn pointed out that Ingram was slow to cash one check; this is why she and Alyson have been working to track bills to avoid overpayment. Karn plans to move some funds from the checking to the savings.

Karn has emailed one of the auditors she worked with regarding a credit card for the Library. There was some previous concern on the part of the auditors about the number of credit cards that other Town departments currently use with the Town's tax ID.

Old Business

- **Grants**
 - No updates this month.
- **Roof**
 - Kathy and Alyson were here when Mike Given stopped by. It was too snowy for him to go up on the roof. He and his company will be available to do any needed work this spring. There was some discussion as to finding a replacement contractor when Mike retires.
- **Window Project**
 - As yet, there was no reply, per Susan.
- **Donation Eligible Projects**
 - **The Front Doors**
 - Kathy reported that a number of us met with Terry Cox regarding the front doors. He described what he felt was needed to repair the doors. Terry did not feel we would need to replace the door as it could be repaired and refinished. Some epoxy will be needed to make repairs. A proposal was recently received from Cox Woodworking. The work would take approximately one week at the shop. A solution was discussed using the screen doors as "temporary doors" with some type of lock applied. The screen doors are in good shape and do not require refinishing. Alyson is more than willing to do curbside service if we need to board the front; this could be a backup option. There was also discussion about changing the locks to make them more secure. Susan pointed out that keeping the integrity of the door means keeping the lock that we currently have per Terry. Karn and Kathy pointed out there may be add-ons to discourage someone from "jimmying" the door. Karn will look into this. We agreed that the proposed work would fall within the confines of the Library being a historic building.
 - There was also discussion about who would handle turning the screen doors into temporary doors. This was not included in the quote. Susan will reach out to Terry Cox; we all agreed to ask him to include this work in an updated quote.
 - **Downstairs Bathroom**
 - Alyson has a call into Erik about bathroom restoration but has not heard back.
- **Maintenance**
 - Kathy discussed what the committee, including Susan (Bob was unavailable), discussed when they met.
 - The Town has hired Ray Rawlings (Razman Construction) to shovel our walks and steps.
 - Matt asked that we not discuss all maintenance items in detail. Susan stated that the committee is working on the draft list from September. Kathy pointed out that a map/diagram of where things were located, for instance all smoke detectors, was part of their plan. The Committee plans to meet monthly for now and they feel this will help make things more efficient and transparent.

- Alyson commented that Charlotte had provided her with a name of who should be used to clean the furnace. Alyson has reached out but the person has not replied.
- **Budget**
 - Matt reported that the budget appropriation went in as \$47,396.
 - The capital reserve request is listed as \$10,000 by the Town per Joe. This is apparently what Alyson submitted. Alyson will contact Charlotte as the October minutes reflect a motion to request \$25,000.
- **Email**
 - There is still some concern about emails forwarding from FatCow to personal email accounts. Carol pointed out that we should not be relying on forwards and we should be using FatCow although it does not have an app. Susan pointed out that the forwarding is a convenience. Karn and Carol had gone through the FatCow admin site and established that all emails were set to forward as each Trustee had requested. Karn has offered to deal with FatCow tech service; she has notes from past Trustees that had handled the emails. Carol also stated that there were few options for nonprofits that were not costly. A monthly Gmail account with @sheddporter would run \$5/person.

New Business:

- There was none to discuss.

Potential Action/Agenda items for the next meeting, Thursday, January 20, 2021 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance:
 - a. Maintenance committee updates.
 - b. Door quote.
 - c. Status on having the furnace cleaned.
 - d. Window project status.
 - e. Bathroom work quote and potential project funding by a donor.
6. Job descriptions and Library Director task list.
7. Email issues.
8. Year-end reports status.
9. Any budget discussion.
10. Any new business.

The meeting adjourned at 7:40 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller