

Shedd Porter Memorial Library Minutes
September 16, 2021 Meeting
Approved

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

Alternate: Not present

Guest: None present

The meeting was called to order at 6:04 p.m. On a motion made by Susan and seconded by Kathy, the minutes from the August 16th meeting were approved.

Librarian's Report – August

Income:

- Donations:
- Misc. Fees and Donations: \$26
- Non-Resident Fees \$60
- Other \$10

Children's Happenings at the Library

- Summer Reading wrapped up in August. It was really well attended and we had a great time! This program involved three different grants: CLiF, ARPA funds, and Summer Learning from NHSL. All final reports are submitted.
- We returned to Storytime on the Lawn, and have had beautiful weather for it.
- School started, and books have been delivered to Sarah Porter and APS. Mrs. Linda Hanatow's first grade class came for Storytime at the Library on Thursday. As of right now, Alyson is scheduled for Storytime in the kindergartens and Sarah Porter in the upcoming weeks. We will see what happens with COVID.
- We have created a community survey for youth programming. We are looking to determine if the timing (Friday at 3:30 for Storytime) is best for everyone. Based on responses we may adjust days or times.
- Team Read is back, and scheduled for Wednesday, October 6th at 3:30.
- Currently, there are no plans for scarecrows this year. Alyson will contact Jesse to see what her availability is.

Adult & Administrative Happenings

- This past month, we did not host Civil Conversation, Cinnamon Buns, or Coloring Night due to COVID transmission in the area. As we head into the fall and winter months, our programming schedule will need to be regularly assessed. After much discussion, we agreed that outside events can continue to be held for now based on Alyson's comfort level and the pandemic status, using the NY Times published data and a threshold of 25 cases per 100,000. Masks will be encouraged. As winter approaches, online programming is an option. We also agreed that Cinnamon Bun Saturday could be held outside on the lawn (9/25 this month) and that civil conversation could be held at the Gazebo on 9/18.
- Three Computer quotes have been obtained (thank you, Carol, for the help!), and in the end, Alyson believes that ordering direct from Staples or HP direct is the best option rather than from one of the vendors talked to. Staples offers tech support for small businesses (a help desk) which Alyson felt was reasonable in cost and would support our needs. Two of the vendors that quoted offered no technical support. A third vendor did but was not terribly responsive to initial questions. The options were reviewed by the Trustees and we concurred that Alyson should

purchase the 5 computers (HP All in one) and ancillaries from Staples (or HP direct as they are now having a sale) based on price and availability per the computer quote she presented.

- Our mask policy is working well. There is new guidance from the NHMA that the Select Board can mandate wearing of masks in public buildings if they choose to. Obviously, we will comply if Alstead's Selectboard goes this route.
- Alyson is still waiting to hear about the SHARP grant that she applied for through NH Humanities. It is ARPA funds, designed to be used by non-profits. Because of our status as a public library, we might not win an award but it was worth trying.
- Building issues: Susan gave an update previously via email on Mike Given and his crew speedily fixing the issue with the pipe in the front staircase wall. We originally thought this was also a roof problem. Thank you, Susan, for staying on Saturday! For the record, Susan's email stated the following:
 - Mike put his 25 foot tape down the drain and learned that the drain takes about a 45 degree turn in to the building, meaning that the drain goes right down through those beautiful marble-look structures on either side of the front door. (inside) If you can imagine looking through the west side "column" and through the roof, there is a structure outside, on the roof, which is topped by ornamental copper. Looking on the wall of that structure Mike and Caleb found a very small gap, less than the width of my thumbnail, that if water had been 4 inches or higher during a recent storm (and you will remember we did have that) would have leaked through that opening and then traveled down through the circular wall. If you look you can see the evidence of moisture first coming through the circular wall below the drain site, and then traveling diagonally around the space. Mike and Caleb sealed up that hole and then for good measure replaced the membrane around the entire drain (just as they had done on the gutter on the other side above the door.) They could find no blockage in the drainpipe, and do not think that the leak issue comes from the drain itself (no evidence of misaligned pipe either.)

Circulation

Circulation took a big jump in August! 1509! This can in part be attributed to the extended Summer Reading program. Interest in NHDB continues to climb. Percentages are as follows:

- NHDB: 30%
- Adult Collection: 27%
 - Matt requested this be broken out by fiction and nonfiction.
- Youth Collection: 30%
- DVDs: 6%
- Audio & Magazines: 1%
- ILL (33 in; 53 out): 6%

Alyson's vacation and sick time

Alyson has used 5 days of PTO and no sick time.

Treasurer's Report

July and August reports were emailed prior to the meeting. There were no questions or comments.

We are still awaiting the final audit report. As Karn said, no news is good news after an audit.

Old Business

- **Grants**
 - Joe emailed that the AED for the library can be purchased via ARPA money but the Town has not yet placed an order. When ordered, the manufacturer will be Zoll, if anyone

wants to read up on it. Multiple AEDs for the town will be purchased, and one of the fixed (non-portable) units will be going into the Library.

- **Roof**
 - Susan also reported that Mike and company will be back in November, around Thanksgiving, to check on everything; but if we notice anything else, they want us to call, of course.
- **Window Project**
 - Susan has not heard anything to date on a quote.
- **Maintenance**
 - Karn was able to locate copies of documents prepared numerous years ago. One detailed monthly maintenance tasks while the other described the agreement between the Trustees and the Selectboard regarding responsibilities. We agreed to wait for Joe to be present to discuss the agreement with the Trustees.
 - We discussed the maintenance schedule. We agreed that many things could be listed seasonally, rather than by month, and that a column showing responsibility would also be helpful. There was further discussion about what maintenance had actually been done in the past few years. Alyson indicated that she had no knowledge of the furnace being cleaned although the list shows this as an annual task each August. Carol offered to update the list and email prior to the next meeting. Susan asked if Alyson would call Charlotte to determine if/when the furnace has been serviced in recent times. At Matt's suggestion, we will develop a list of questions to discuss with the Selectboard when the time comes and that we would then plan on meeting with them later in the fall in this regard.
- **Other:**
 - From previous months and still pending: *Karn did discuss a credit card with Charlotte. There is some concern on the part of the auditors with the number of departments using the Town's tax ID#. Karn explained to Charlotte that we do not need her to be doing any level of bookkeeping for us as she does with the other departments on the account. Karn also indicated that that Charlotte would prefer we use a debit card; we all agreed that this was not wise nor what we wanted to do. Karn is going to ask the auditors about a possible approach.*
 - *Karn will pursue how a Library can obtain a credit card directly. We would need to use the Town's tax ID #. Carol suggested reaching out to either Kathleen Dustin or Mark Danahy, both residents who work in local bank management for help and suggestions.*
 - Susan suggested that Matt could reach out to Mark, as he is a neighbor.
 - Alyson's employment agreement has been signed and filed.
 - Carol drafted a job description for the Director, which has been passed on to Alyson for review. They did meet and discuss it, and Alyson will continue to update this once the computers are in house and she has more time.
 - Still pending: *Open enrollment will be in October and the rates are not yet available although the percentages are set regarding Town and Employee portions. We asked Joe to notify us when the numbers and options become available.*
 - Alyson will contact Charlotte directly since Joe was not present.
 - Matt wondered if we should start thinking again about doing a building assessment through LCHIP or if we were okay hiring contractors as we have typically been doing. Working with LCHIP could necessitate one of us taking their grant class. No conclusion was reached. Susan pointed out that this might be necessary as our roof may be past its service life (typically 100

years for copper and the building is ~110 years old). Carol pointed out that Joe should have some input into this as he has experience with LCHIP and that Joe is also the grant guru.

New Business:

- There was none to discuss.

Potential Action/Agenda items for the next meeting, Thursday, October 21, 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. Window project status.
6. Job descriptions and Library Director task list.
7. Credit card to replace the debit card.
8. Update on the purchase of new computers.
9. Maintenance list/requirements, the agreement with the Selectboard, and potential questions for discussion with the Selectboard.
10. 2022 budget planning and the status on open enrollment for benefits.
11. Any new business.

The meeting adjourned at 7:48 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller