Shedd - Porter Memorial Library Minutes
March 19, 2026 Meeting
Approved

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

Alternate: Joe Levesque

Guests: None tonight

The meeting was called to order at 5:08 pm. On a motion made by Jude and seconded by Kathy, the minutes of February 19, 2026 and February 28, 2026 were approved.

Kathy and Jude both were successfully reelected as trustees last week.

Joe thanked us for including him, even though an alternate, in so much of our work. He expressed that he was unable to continue in this role with his commitments for the selectboard but would like to continue to be part of the Maintenance Committee. The Trustees thanked Joe for all his time, efforts, and insight, and are sorry to see him depart as an alternate but glad that he wishes to continue with the Maintenance Committee.

Children's Happenings in the Library

- Summer Reading planning is in progress. Swag has been ordered. Alyson has applied for two programming grants: Summer Readers from CLiF, and a Summer Learning Grant from the State Library. She is grateful to community members who have come forward with ideas for programs, and a willingness to help run them!
- By supplying books through ILL for a reading group at Vilas, SPML can now say we supply books to schools in our district spanning all grades! We also hosted Baseball Sign-ups. Outreach continues and is going well.
- The CLiF Spring event at the schools for the Rural Libraries grant will be April 21st.
- Our Crafternoon group is trending very young, and the children's staff is discussing how to best serve this group. Age fluctuations are normal for children's programming: as kids grow, we must adapt to their changing interests. Then when they age out, we must meet the needs of a new, younger group coming in.

Adult Happenings in the Library

- Alyson reported that the Book Group had our liveliest discussion yet with *Black Woods Blue Sky.* We are now reading *Before We Were Yours.* The discussion is April 2nd. All are welcome.
- The CT River talk on February 26th was well attended, and SPML is happy to promote and collaborate with the Historical Society on a NH Humanities-To-Go event in the future.

Administrative Happenings in the Library

- The State Report is virtually complete and ready to submit. Alyson is awaiting necessary numbers from the Town.
- Alyson will begin work on the grant report (ARSL & The Manton Foundation) for the funds given to us for the moisture mitigation project. She has contacted John Allen to inquire when he will be able to begin work.
- After last week's tragedy, the Girl Scout troop at Vilas has asked if they can plant a flowering tree on the library lawn. They were thinking on the side, by the bridge and the river. We would need to call Dig Safe first. We all concurred that this was a thoughtful idea.

Circulation

In February, 1252 items circulated throughout the community. The percentages are below:

- NHDB: 33%
- Adult Collection: 22% (of which 22% was NF)
- Youth Collection: 30%
- DVDs: 3%
- Audio, Magazines, and Wonderbooks: 1%
- ILL: 10% (63 in, 65 out)

Alyson vacation and sick time
Alyson will be out next Friday, March 27th. Jessi Dussault and Sharon Iozzo are covering. 15 days remain from 2026.

Treasurer's and Accounting/Finance Committee Reports
Reports were emailed to all Trustees previously. A brief discussion ensued. Susan has asked the Town for a final billing from the Town for the balance of 2025 personnel administration.

PENDING: Mark Danahy asked if we wished to continue to be paid 100% of the annual income from the trust funds. He explained that over time, this practice will erode the value of the money delivered to the library because of inflation. He thought that perhaps the Library trustees may want to receive something less like 80% which would help maintain the purchasing power of the income provided. He is digging into what might be allowed. He also said the Library funds are fairly conservatively invested roughly 32% equity, 6.5% Real Estate, 2.75% cash and 58% bonds. Carol and Susan will work with Mark on gathering more information in this regard.

Susan and Carol met with Mascoma Bank on Friday, March 13 to see what their "wealth management" offerings are prior to moving any funds to a money market at Three Bearings. It was an informative meeting. We did learn that their fees are higher than Three Bearings and that they do not complete forms such as the MS-9 as Three Bearings does. During the discussion with Mascoma, there were a number of points that were brought up that Susan and Carol felt needed exploration and more attention by the Trustees including asset allocation and rate of return particularly versus inflation, volatility, withdrawal rate, and use of expendable funds particularly with some large projects coming up. Susan and Carol will continue to work on pursuing answers to these questions. After discussion, we agreed to continue with the plan to move funds to a money market at Three Bearings (voted on at a previous meeting). Susan will let Mascoma know about our decisions.

Carol presented an updated version of the Fiscal Management Chart which she expanded, after conversations with many, to be an "Operations and Management Chart". Note that this is a "work in progress" and needs additional details and clarification under daily operations (Alyson and Carol). She expressed concern that we have many projects and limited people and that this chart could be used to guide us in dividing our efforts into subcommittees in order to be more efficient. The idea is that the subcommittees will meet during the month (meetings may need to be posted) and then share information via email to the trustees prior to the regular meeting such that brief discussions can ensue for follow up at the regular Trustees meetings. Kathy stressed that others than the trustees could and should be part of these committees. Carol will clean up the chart and email it to all but briefly the areas defined and those spearheading them are:

- Daily Operations – Alyson
- Selectboard Liaison – Jude
- Workflow Finance – Susan and Carol
- Long Term and Strategic Planning – Kathy and Matt
- Facilities management - Maintenance Committee – Susan and Kathy

Maintenance Items and Committee Report

- **Roof:**
  The roof leak has diminished although it has periodically leaked since our February meeting. Susan feels there was some type of clog that melted on the day of our last meeting when it was warm. Susan needs to reach back out to Granite State Plumbing to get the scoping scheduled.

- **"Air Handler" (formerly known as Mini splits)**
  Susan received the Granite State Plumbing and Heating quote for the HVAC/moisture management upgrades (emailed to all previously). There were many questions regarding the quote. Today, 3 Trustees met with The Jeffers (Tim Sr. and Tim Jr.) from AL Jeffers and Sons, a commercial plumbing, heating, and air conditioning contractor. They have worked with Peter Yost many times and are familiar with historic buildings. Susan reported they seemed very knowledgeable regarding airflow and that they were proposing installing a dedicated industrial humidifier coupled with a heat pump; this could utilize much of the existing duct work and provide for air conditioning.

Mr. Jeffers Sr. will interface with Peter Yost when he draws up specific plans and quotes which he hoped to have to us sometime next week.

- **Other Maintenance Items**
  - There was no report regarding the furnace repair work for the door insulation.
  - Front door – Yet again we discussed options for the doors, including painting vs. staining. Carol reported she is waiting on the updated quote along with promised information regarding historical standards for painting vs. staining. The contractor will also provide a timeline, and he thought that late August/early September was doable for them. Matt expressed an interest in reworking the doors. It was reported that Griffin Construction could quote a temporary door.

Old Business
Grants and Facilities
Joe will pass along all his pertinent grant info to Kathy. He reported that LCHIP is having refresher sessions on their grant process.

Updates on the Status of the Contract for the Director and the Personnel Manual
Pending - Carol and Susan followed up on a number of suggested changes. Susan and Carol need to complete a final review and will include the contract for the Director for review by the attorney.

New Business
Alternates for 2026
A few names were discussed. Kathy will reach out to two of the people to see if they are interested.

Officer elections
Jude moved and Susan seconded that the current slate of officers continue for 2026. The motion passed unanimously.

Potential Action/Agenda items for the next meeting, Thursday, April 16, 2026 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Updates and feedback regarding the Operations and Management Chart.
4. Treasurer's and Finance Committee reports.
   a. Financial data and reports status from the Town – payroll, benefits, other expenses.
   b. Any additional info from Mark Danahy regarding Town trust fund income stream.
   c. The $25,000 from our checking moved to Three Bearings - update.
5. Update from the Selectboard Liaison.
6. Maintenance/committee updates, including
   a. Front door work quote and plans.
   b. Furnace work.
   c. Roof leak status.
   d. Roof/ventilation/moisture mitigation update.
      i. Scoping
      ii. Quotes and details status.
      iii. Air handling and utilization of the $14,000 grant and its timeline.
7. Planning Committee Report.
8. Any grant updates.
9. Updates on the status of the contract for the Director, job description, and personnel manual.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:13 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller