

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

Present: Alyson Montgomery, Kathy Torrey, Jude Willis, Susan Norlander, Matt Saxton, Priscilla Sawa

Guests: none

Public Hearing

A Public Hearing was called to order at 5:06 pm for the purpose of accepting two unanticipated gifts from the Reed family of \$5,000 each. On a motion made by Kathy and seconded by Jude, the Board unanimously and gratefully accepted the gifts. The Public Hearing was adjourned at 5:09 pm.

Regular Meeting

The meeting was called to order at 5:09 pm. On a motion made by Jude and seconded by Kathy, the minutes of the July 15, 2026, meeting were unanimously approved without modification.

Librarian's Report

Children's Happenings in the Library

- Summer Reading is over. Alyson was thrilled to see so much community collaboration and so many young patrons! A big thank you to staff, trustees, and community volunteers that made this possible.
- Alyson decided to keep Storytelling going throughout the summer and it thrives! This program will continue through the fall with gusto. Thank you, Kathy, for continuing to be an enthusiastic leader.
- With Jodie and Lindsey playing more limited roles at the Library, and Lisa going back to teaching, we will not be offering Crafternoons to start out this fall. Alyson is purchasing new art materials that can be used independently. She is giving a lot of thought to the role a new library assistant will play and wants to see what our Fridays look like this fall. Her experience over the last year has been that children love coming to SPML on Friday, but after a week of school, they understandably want to play in an unstructured environment.

Revised Children's Safety Policy

- Alyson made a few additions to the Children's Safety Policy based on her review of similar policies in our area. In particular she added stronger language stating that the Librarian is not acting *in loco parentis* (as a parent). The Board reviewed the changes and discussed at which age we will allow children to be in the library unaccompanied. On a motion made by Kathy and seconded by Susan, the Board unanimously accepted Alyson's changes to the policy and her recommendation that children 10 years old and older be allowed in the library unaccompanied.

Adult Happenings in the Library

- The September meeting of the book group has been postponed for one week to allow the doors to be refinished (the meeting is now September 10th). We are reading *Hello Beautiful*. The discussion of *West with Giraffes* was great!
- Crumb Together Cafe will not take place this month due to the door refinishing.

Administrative Happenings in the Library

- The Library will be on curbside service only until the front doors are back in place. Walpole Town Library has graciously agreed to receive our ILL bins – Alyson will take ILLs over to WTL and pick up the bins so that this important service can continue.
- Alyson continues to think about ideas for our Library Assistant Job Posting. The Job Description is complete, but the number of hours and scheduling should be considered during the budgeting process.
- We still have not received the \$196 State Library Grant that was deposited by The Town. The Town was going to issue the Library a check. **Susan will follow up with Carol about how to make this happen.**

Circulation

Many items circulated during July – 1578! - a busy, bustling, happy month. The percentages are below:

- Libby: 30%
- Adult Collection: 22% (22% of the total being NF)
- Youth Collection: 35%
- DVDs: 2%
- Audio & Magazine: 1%
- ILL: 10% (76 in, 77 out)

Alyson vacation and sick leave

11 days remain.

Treasurer's Report

The reports emailed to all Trustees before the meeting were reviewed. Susan answered questions from the Board about various entries.

- Carol and Susan met with Mark Danahy, and Susan now has "read-only" access to the Mascoma Bank accounts! (The SPML Treasurer has never before had access). This means she is able to update the CD history. We had not been receiving statements for the CD before either, as they had been going to the town office.
- **Carol and Susan still have questions about the Health Trust figures and the payroll number, which they will work on.** Therefore, neither the Health Trust nor current payroll figures are included in these financial reports.

Maintenance Items and Committee Report

- We will explore the mini split system for the front desk/stack area as an air conditioner for summer- at this point it will be the most practical.
- Chris Merrill stopped by to inspect the condition of the windows and communicated the likelihood of another postponement. **Susan will follow up with Carol about a contact for an alternate contractor to paint the windows.**
- **Matt will meet the contractor to remove the front door at 8:00 on August 20.** Alyson will hold the story time gathering under the tent outside while the front door is closed.
- A new wrinkle in the paint around the stairwell on the opposite side was pointed out by Alyson. **Kathy will look into the availability of the person recommended by the Preservation Trust to deal with the new moisture problem.**
- The Board decided to organize a volunteer weeding party sometime during the week starting September 14 to get grass and weeds out of the gravel. This should happen during the hours that the library is open so that people can use the facilities. **Susan will organize the volunteer weeding event using her list of ~90 gardeners.**
- **Joe is happy to have his Fat Cow account deleted** now that we have made an account for Priscilla.
- **Susan will contact the people recommended to check out the lower parts of the drains.**

Accounting/Finance Committee Reports

- Three Bearings Fiduciary Advisors have supplied us with the form and protocol for withdrawing the interest accrued on our funds for use in our operational budget. A withdrawal of interest from the Ruth Gleason Lufkin Book Fund is in progress.
- Alyson is faxing the Mascoma monthly statements to Three Bearings, and they have started sending us monthly reports. Carol notes that the Fidelity monthly report is still not appearing regularly.
- Regarding the rate of return on library trust funds compared to the town trust funds, **Carol notes that she has info from Mark (received Monday the 17th) that she will take a closer look at soon.**

Roof Hatch

The maintenance committee (Susan, Joe, Alyson and Kathy) met on Thursday August 13. They reviewed the roof hatch options presented by Keith Hanatow of Melansons. The cost of the basic skylight is \$5831 and the skylight with glass is an additional \$1478. On a motion made by Susan and seconded by Kathy, the Board unanimously approved the selection of the skylight with glass. Though more costly, the light it would provide in the dark attic is

an important safety feature. It would be covered by our grant. **Susan will write a thank you letter to the Putnam Foundation and let them know about our progress. Matt will call Keith about scheduling the installation.**

Strategic Planning/Grants

- The Board briefly discussed possible major improvements to the library. Making the library ADA accessible by adding an elevator to the rear of the building seemed to have the highest priority.
- Brett is happy to meet with us to assist with strategic planning on a Wednesday evening or Thursday evening that does not conflict with a Board meeting. He suggested September 9th. **The Board agreed to meet with Brett at 5:00 pm on September 9.**
- Kathy emailed a list of questions that we might ask Brett, including:
 - Is [iWave](#) (a web-based wealth screening platform that helps nonprofits identify major donors) useful for a small town like Alstead?
 - At what point do we get community members involved with the process of funding a larger project?
 - What information do we need to collect and what steps do we need to take to help with grant writing?
 - We currently have private funding streams (controlled by library board) and public (approved by votes at town meeting). What management practices are advisable to be able to undertake a larger project in the next 10 years?
 - How far should we reach outside of our local community for support, what state/federal dollars are available for accessibility and/or major repairs to an historic building?
- There were no updates on grants.

Memorandum of Understanding

- Jude reported that the Select Board would like to wait until the new financial services are up and running before addressing the MOU.

Old Business

- Acceptance of Sam Sutcliffe's mineral collection is still unresolved due to the question of insurance.

The meeting adjourned at 7:11 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Potential Action/Agenda items for the next meeting, September 17, 2026 at 5:00 PM

1. **Librarian's report**—was the check for the \$196 state grant received from the town?
2. **Treasurer's report and financial reports**—are the health benefits and payroll figures now accurate? Does Carol have an update on whether the rate of return on the library trust funds can be improved?
3. **Maintenance report**—did the front door refinishing and the volunteer weeding go well? what is the schedule for the installation of the roof hatch? Did Susan/Carol find a contractor for the window painting and the assessment of the lower drain? Did Kathy find someone to assess the new moisture problem in the stairwell? Did Susan write a thank-you note to the Putnam Foundation? Did someone delete Joe's Fat Cow account?
4. **Strategic Planning**—what are the takeaways from our meeting with Brett?
5. **Old Business**—any progress on the MOU or the Sam Sutcliffe mineral collection?

Respectfully submitted by Priscilla Sawa