Shedd - Porter Memorial Library Minutes
May 21, 2026 Meeting
Approved

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

Alternate: Priscilla Sawa

Guest: Jim Gruber (6:20 – 6:50)

The meeting was called to order at 5:03 pm. On a motion made by Kathy and seconded by Susan, the minutes of April 16, 2026 were approved.

Children's Happenings in the Library

- Things are getting busy! Summer Reading is around the corner, and finishing touches are being put on our Summer Reading Flyer. We are waiting for finalization from CLiF and from the Keene Chamber Orchestra.
- We received a grant from the State Library to fund the concert from the Keene Chamber Orchestra. Thank you to Matt and Kathy, for helping get all the right documentation together so we can receive the funds!
- Storytime is thriving, and Alyson thinks she will continue it throughout the summer for any young children (0-5) that would like to come.
- As we finish Crafternoons for this school year, Alyson is evaluating and considering children's Friday programming for the 26 – 27 school year.
- Alyson has begun the final grant report for the Rural Libraries Grant from CLiF. What a great grant that was!

Adult Happenings in the Library

- This month, the Page Turners are reading *Hamnet.* Copies of the book are in, and all are welcome to join in! Last month we had a good discussion of *The Three Mothers.*
- There was some discussion of doing another book swap in conjunction with Chase's Mill.
- We are co-sponsoring a NH Humanities talk, "New England Quilts and the Stories They Tell" at Chase's Mill on June 19th. We will be promoting the event on our Facebook page and website.
- We are looking forward to Saturday, June 13th, when the Historical Society will be celebrating in the Village. Thank you to Kathy and Matt for volunteering to be SPML tour guide/docents during our open hours.

Administrative Happenings in the Library

- Lisa Hawkins is going to work through Summer Reading, then return to language teaching and tutoring. Alyson is giving children's programming much thought, talking to parents, and writing a survey to ask parents what they would like to see in the future.
- In unfortunate news, Laura LaMears, our housekeeper, has resigned. For the time being, Alyson will be rounding up trash, and the Town will collect it on Wednesdays. Alyson thinks the Town now holds Laura's key for the Library.

Circulation

Our circulation as compared to the same months last year is higher – on average 5% for the first quarter. The April percentages are below:

- Libby: 33%
- Adult Collection: 22% (of the total, NF was 31%)
- Youth Collection: 30%
- DVDs: 2%
- Audio, Magazines, and Wonderbooks: 1.4%
- ILL: 11% (85 in; 56 out)

Alyson vacation and sick days

Alyson plans to use 4 days in June. Eleven days will remain. Sharon, Lindsey, Gaale, and Jessi will be covering the library.

Treasurer's and Accounting/Finance Committee Reports
Reports were emailed to all Trustees previously. A brief discussion ensued. Susan is in the process of making some changes to the format of the "budget to actual" spreadsheet which we discussed.

Jude continues to work on obtaining financial reporting data from the Town.

Susan and Carol had a very productive meeting with Mark Danahy last week regarding the many aspects of library trust funds. Lots of topics were discussed and more items were added to the "to do" list for the finance committee. Here is a summary of topics discussed:

- Should we continue to take all the income from the Town trust funds as Mark had previously inquired?
  - He is researching what the legalities are.
  - Mark's thought was that we might want to consider building principal and not utilize all the income each year.
- Are we following an approach that will keep up with inflation and minimize volatility?
  - Possibly minimal volatility but the current asset mix of 85% fixed income vs. 15% equities will not grow. The buying power of the dollar is less than it was 10 years ago.
  - Mark thinks the Shedd Trust should be higher in stocks as it is only used for interest. Maybe 50 – 60% stocks? We will need to talk to Three Bearings and research any RSA restrictions. Mark suggested we ask ourselves if we need an income stream. If not, than our risk tolerance can be greater although we may want to hold off on shifting to equities till things settle down a bit with current economic conditions.
    - Mark's thoughts - Investments needed in 2 years should be in more liquid, short-term fixed income funds with this being especially true for a capital campaign. More stocks should be used for funds needed in 2 – 10 years. He also thought we may want to hold off for now for upping equity allocations.
- Expendable Trust Funds
  - We should consider using a percentage of these annually for books.
  - Can we change the large one designated for books to other? That is the Whitton endowment – Mark will check if just books.
  - The Pitcher (Perachi) book fund does not appear to be restricted to books per information that Carol uncovered. It may be able to be used for other expenses. We need to pursue this with Three Bearings.
- At some point, put together a list of items the Trustees have paid for through their funds and/or grants to maintain or improve the library building and facilities.
- At some point, develop a money management/cash flow policy that, as a minimum, describes how we utilize any monies available from trust funds, particularly for books.
- Do we have adequate controls over how checks are written and signed?? We will need to review RSA's.

Susan brought up the $25,000 we were going to move from the bank to a money market at Three Bearings. She reported that the bill for the dehumidification had been paid in May and would result in current account balances now being lower then shown on the latest monthly (April) reports. She has had second thoughts about moving the funds as we could potentially need some/all the funds for drain scoping if we are unable to obtain any grants for this work. A motion was made by Kathy and seconded by Jude to leave the funds in the bank for now. The motion was approved.

Maintenance Items and Committee Report

- **Roof:**
  Susan asked Jeffers if they could take on the drain scoping project, but they indicated that they could not. Ryan Nichols of Granite State Plumbing and Heating said the quote was still valid. Susan is seeking quotes from other vendors.

- **Whole Building Dehumidifier Formerly Known as the "Air Handler" also Formerly known as Mini Splits**
  - The work has been completed!
  - Alyson talked with Tim Jeffers regarding what he recommends for a commercial thermostat for our needs. He suggested Nest or Honeywell. There already is a humidity gage (humidistat?) downstairs which was installed with the air handler. Susan reported that this was in an area that was anticipated to be the most humid spot in the building. Recently, it showed 40%, a good number for a library.
  - The Maintenance Committee discussed the need to include regular service of the new dehumidifier on the list of items needing annual upkeep.

- **Other Maintenance Items**
  - There was no report regarding the furnace repair work for the door insulation.
  - The gutters were cleaned and the invoice from Melanson submitted to the Town per the Memo of Understanding, signed last year.
  - Front door – Carol had previously emailed an updated quote with additional detail regarding proposed coatings and a timeline. Susan voiced that she feels that we should stay with stain. She did contact the NHPA regarding pros and cons of stain and paint, but she has not heard back. Matt looked up the proposed finish and commented that the stain is not smooth. There was further discussion over the coating proposed for use by the contractor. Matt is going to reach out to Pinnacle Window regarding how this coating holds up. The cost of staining was quoted as $1200 more than the use of paint.

    There was a discussion during the Maintenance Committee meeting regarding ways to pay for the door refinishing. Kathy indicated she had not applied for a grant, but Priscilla felt she would be able to find funding to assist with this. The committee also discussed how the regular upkeep of the door finish should perhaps be included in the Memo of Understanding.

- John Allen mentioned to Alyson that the electrical sockets attached to the outdoor lights have been damaged by the mowers and will need to be replaced. Alyson has asked him for a quote, to include some sort of protective guard against future mowers. Susan suggested we send the quote on to the Town and advise them of the needed work. Jude indicated that the Selectboard Chair is aware, but she will reinforce that we are seeking a quote for repair to damage done when a Town employee mowed the lawn.

Old Business
Grants and Facilities
The Maintenance Committee continues to discuss grant opportunities for upgrades and maintenance to the building. We are still waiting to hear from the Putnam Foundation.

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.

Strategic Planning Update
Kathy reported about starting to approach the public regarding all the things that need to be done with the structure. She said that she was considering what types of things and information we need to start gathering and organizing to begin some type of capital campaign. We agreed that a special meeting at a future date to discuss these topics would be wise.

Matt had emailed what he called an elevator fund raiser speech. He expressed his vision of what this could be used for.

Operations and Management Chart - tabled
Carol reported that she and Alyson were working on the "Daily Operations" column. Once they finish this, she will share the latest draft to all. No one else had any changes to add.

New Business
Guest Visitor
Jim Gruber joined us. He is the State Rep for Alstead. Jim shared a proposal for community gathering called "Our Town Today and Tomorrow". Jim would facilitate this nonpartisan event and hoped the Library Trustees would consider hosting this event as he perceives us as a "neutral" group. Carol read our mission statement and questioned if this fell under our purview. Susan and Matt felt that this might be something that could be done in conjunction with Chase's Mill and the Historical Society, perhaps in the fall. Alyson questioned who would be responsible for action items. Jim indicated scribes would be needed as well as people to facilitate breakout groups. After the gathering, he foresees the different groups getting involved with already existing committees or organizations in town. Kathy pointed out that existing groups and committees would need to be represented at this gathering.

MOU
We tabled the review of the existing MOU with the Selectboard till our next meeting.

Meeting Frequency
Carol suggested we consider meeting more frequently.

Potential Action/Agenda items for the next meeting, Thursday, June 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 (emailed May 21).
4. Treasurer's and Finance Committee reports.
    a. Financial data and reports status from the Town – payroll, benefits, other expenses.
        i. 2025 final
        ii. 2026 Q1
    b. Trust fund use/restrictions and asset allocation updates.
    c. Check writing process.
    d. Building maintenance and upgrade projects list paid for by the Trustees.
5. Update from the Selectboard Liaison.
6. Maintenance/committee updates, including:
    a. Front door work quote and plans.
    b. Furnace work.
    c. Drain scoping with any necessary cleanout.
7. Selectboard:
    a. Review last year's MOU with the Town.
    b. Discuss what information should/can go to the website per the Selectboard request.
8. Planning Committee Report.
9. Any grant updates.
10. Updates on the status of the contract for the Director, job description, and personnel manual.
11. Discuss Jim Gruber's proposal.
12. Other old business.
13. Any new business.

The meeting adjourned at 7:35 PM on a motion made by Susan and seconded by Carol; the motion passed unanimously.

Respectfully submitted by Carol Reller