

Shedd - Porter Memorial Library Minutes
June 19, 2025 Meeting
Approved

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

Alternate: Joe Levesque

Guests: Ciaran Lavery (5:00 – 5:43)

The meeting was called to order at 5:01 pm. On a motion made by Kathy and seconded by Susan, the minutes of May 22, 2025 were approved.

Children's Happenings in the Library

- Summer Reading! We are ready to go - Please come and join us if you can! Alyson would love more volunteers on the evening of July 24th to help set up and break down the Langdon Town Hall before/after the Woodwind Quintet concert. Thank you to Kathy and Carol for being the stars of week 2! Thank you to the Alstead Area Masons for once again donating bikes and helmets for a few lucky readers. Thanks also to the Toadstool Bookshop for their donations. As reported previously, a grant from Dollar General will cover much of the art materials.
- Jen Aiken and Alyson received the Rural Libraries grant from CLiF for the 2025-2026 school year! Hooray! Jodie Brown will be helping with this too, as much of the grant involves author visits to Vilas and APS. Alyson participated in the recent webinar for grantees. SPML will receive \$2000 of free children's books, plus even more this year (an additional \$1500 potentially for children's room updates)! Joe expressed and we all concurred that we are thankful for Alyson's hard work on obtaining these grants.

Adult Happenings in the Library

- Our Page Turners book group had a marvelous discussion of *Evvie Drake Starts Over*, and we are now reading *Summer of '69* by Elin Hilderbrand. Copies are available at the desk and as always, everyone is welcome on July 10th for the discussion.

Administrative Happenings in the Library

- Alyson worked with Dig Safe for the appropriate approvals for the Little Free Library, and we are now ready to install it on the Library lawn (the concrete was poured this morning). We did receive a free charter for the LFL from Little Free Library. Jodie Brown is spearheading the project and has done a great job. We are also grateful to Jessie Dussault for her donations to this project.
- Jessi Dussault and Alyson applied for a fully constructed and chartered LFL for Langdon. We won't find out for a few months but are hopeful.
- All NH Library Directors received the following notice from the State Library: "The New Hampshire State Library has received official award notification for the full and anticipated amount of Grants to States Funds. This provides for federally funded services through 09/30/2026." Hooray! Huzzah! This is great news, and a great relief!

Circulation

Brisk circulation in May! 1413 items circulated throughout the community. The percentages are below:

- NHDB: 31%
- Adult Collection: 20 % (with 24% of that total being NF)
- Youth Collection: 33%
- DVDs: 2%
- Audio, Magazines, and Wonderbooks: 3%
- ILL: 11% (92 in, 70 out)

Alyson Vacation and Sick Time

Alyson used two additional days and 10 days remain. Thank you, Jessi Dussault, for covering!

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously and hard copies handed out at the meeting. Susan is prepared for the audit which Joe reported starts on July 14th.

Susan has been in contact with Misty to see where we stood with our 2024 appropriation and any monies owed for other expenses. She reported that we did not use our entire appropriation and perhaps we could use it to offset any monies owed for other expenses. We concurred that Susan should explore this with the Selectboard and the auditor.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Generate a document(s) that defines accounting and financial policies, including succession.
- Complete organizing old files and the file cabinets.

Maintenance Items and Committee Report

- **Roof:**

Ciaran Lavery had sent an email with updates regarding potential solutions to the roof and water issues. The report also went to the two consultants that have been assisting with the roof analysis. He explained that to arrive at a satisfactory solution to re-establish proper functioning of the roof, at least two options for renovation should be pursued. He reminded us that there has been considerable analysis and discussion about the malfunction of the existing roof configuration over the past several years, and, through all of this, several options have been discussed. He pointed out that the cause of the roof malfunctions has still yet to be determined. He listed the steps for what he sees as two possible solutions – re-establishing the original roof plane or re-roofing the secondary roof plane and installing a new drainage system. Ciaran's email went into detail, and he discussed briefly that both options mainly involved planning and pricing. Matt pointed out that a roof replacement quoted in 2022 was approximately 1.45 million dollars; this did include work on the dome.

Susan also raised the question about mini splits, also referred to as a heat pump, still being needed in the attic. We did receive a grant for this. Susan also suggested that the mini splits could possibly be installed on the main level. Ciaran pointed out there was high humidity and condensation in the second attic, on perimeter steel inside the second roof. In the winter, it was obvious that heat was condensing on the perimeter beam and also showed corrosion on the steel. No decision was made on this. More discussion and action items are detailed below.

Susan suggested we have a meeting with those involved in the potential process and to review to brainstorm what our options are and decide which direction we might go for bids. This would include some contractors/builders. Susan pointed out that we need to remember that this is a historical building. Carol pointed out that any drawings and expert reports should be sent in advance to all attending. Ciaran said he would also include some core questions to guide the meeting such that one solution could be focused on and to develop a plan for moving forward. Ciaran will have plans available by mid – July and will develop core questions to be addressed at the meeting; he will have these to us for review before our July meeting. Ciaran will coordinate the meeting for late July or early August.

- **Mini splits**

Alyson pointed out that the grant received must be used within a year (monies have not yet been received). The grant was written for the attic but was mainly to dehumidify the building. She would go back to the grantor in advance to advise them if needed. We agreed that the mini split project should not be tied to the roof project. We discussed potential contractors for the project. Alyson will reach out to Matt Beam Plumbing and Heating as they also install mini splits.

- **Other Maintenance Items**

- Alyson will talk with Jesse Moore about creating an area around the bike rack/LFL filled in with woodchips, making it easier for him to mow.
- Joe installed Emergency Exit signs downstairs. Thank you! The one in the restroom area is great, but the other one (needed near the door to the restroom area) will need some further thought on installation. There was a discussion of different ways the sign could be displayed, and Susan suggested a lightweight stand that could hold the sign.
- Chris Morrill will be coming to paint the outside windowsills and frames this summer.

- The downstairs toilet has been continuing to run after usage. Alyson called Matt Beam who sent someone over immediately – thank you, Matt! The toilet handle is twisted or dented somehow, and it has been temporarily fixed. A new handle has been ordered.
- Joe reports that Prescott and DPW will service all of the town boilers before the next heating season. This involves changing the filters and checking the jets. If our boiler requires more service than that, Prescott will arrange to have Irving oil come over.
- The fire extinguishers have all been tested.
- The grave rubbing that was propped against the wall in the DVD room for many years fell and the glass shattered. Everything is cleaned up and the rubbing is safely downstairs, but no one knows the provenance of the rubbing or who brought it to the library. Bruce Bellows and the Historical Society are perhaps the best fit.
- Joe continues to investigate spill dams for the oil tank and is having a hard time finding one he thinks will do the job. He will reach out to the Town's current oil provider.
- We again discussed the need for a better communication system between the Trustees and the Town and how this might work when there is a nonroutine issue and/or expense. Susan suggested that the Trustee dealing with the issue/expense email Misty with details and explanations as to what occurred and the potential cost. We agreed this needs to be done in a timely manner, without waiting for a bill to be received.
- Kathy and Joe discussed water testing. Joe suggested that we need to verify we are part of the system/well that services the store, Town offices, etc. as the water is tested annually for the General Store. Susan will reach out to a local, nearby resident to see if they have any information available.

Old Business

Grants and Facilities

There was nothing new to report. Joe is looking for funding from private foundations because of potential issues with federal funding sources. Susan pointed out that we will need to look for potential funding for roof work at some point.

Review of Policies

Jude emailed five policy revisions for us to review. She said the changes were very minor. There was some discussion about the photo release form and what policy(s) it should be attached to. Kathy moved that we approve the updated policies and Susan seconded. The motion passed with one abstention.

Supervised Visitation Policy

Carol and Susan reported on input from our attorney and potential outcomes. Jude pointed out that we already have a meeting policy. We discussed options and what would provide support to our Director and staff. Jude motioned and Kathy seconded to rescind the Supervised Visitation policy we had previously approved. The motion passed. Carol will reach out and advise our attorney of this decision.

Updates on the Status of the Contract for the Director

Carol and Susan reported that this is temporarily on hold while we complete the draft personnel manual which is almost done and ready for input from Alyson, then the Trustees, and then on to our attorney.

Updates regarding phone

Carol briefly reviewed what work has been done since our last meeting. She reported that she had not reached out to Xfinity but had gotten updated pricing from Fidium (VoIP and internet) and had talked with Gordon Kemp about this. She then detailed what she had learned from Fidium. Joe detailed that this is newer technology, will be around longer than our copper wire, and an improvement over what we have, providing a potential better patron experience. We also discussed the potential for cost savings with Fidium if we apply and are approved for the E Rate program. Joe reported that he had reached out to the school system but the person that handled the E Rate program just retired so he did not receive a reply. We agreed that Carol will bring this to the Selectboard at one of their meetings for their input.

Keys

We further discussed Knox Boxes and that Carol learned from a career firefighter that Alyson should work directly with the fire department for one to be set up appropriately. We agreed that a better solution was for Alyson to provide a spare key to Joe who would then ensure that the key was placed in the key box at the Town Offices.

New Business

There was no new business.

Potential Action/Agenda items for the next meeting, Thursday, July 17, 2025 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates, including
 - water testing/well,
 - window painting status,
 - Mini Splits and utilization of the \$14,000 grant and its timeline,
 - furnace cleaning/service status,
 - Building Key,
 - spill dams.
5. Roof work update.
6. Any grant updates.
7. Updates on the status of the contract for the Director, job description, and personnel manual.
8. Any updates regarding phone and/or internet service.
9. Other old business.
10. Any new business.

The meeting adjourned at 7:44 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller