

**Shedd Porter Memorial Library Minutes**  
**May 19, 2022 Meeting**  
**Accepted**

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

**Alternate:** Joe Levesque (filling in for Karn McShane)

The meeting was called to order at 6:02 PM. On a motion made by Susan and seconded by Kathy, the minutes from the April 21<sup>st</sup> meeting were approved with one minor change.

**Librarian's Report – April**

- Miscellaneous Fees and Donations: \$20.32
- Smyth Public Library: \$7

**Children's Happenings in the Library**

- The summer reading mailer is being distributed through the schools, and it is with Mary for printing. This is the first year we have supplied the paper for the print run. Check your mailbox soon!
- Outreach to the schools continues – we did Storytime on the Front Steps with Mrs. Hanatow's class this past week, as well as Kindergarten Storytime at APS and a delivery up to Sarah Porter.
- Storytime on the Lawn with Kat continues with singing, dancing, reading and chalk drawings.
- During the door restoration, staff spent time shifting around collections in the Children's Room. Juvenile Fiction should be less crowded now – it is a growing collection.
- Children's Programs are going to remain outside when possible since the weather is great.
- We await news of whether we are awarded a CLiF Summer Readers grant – late May as of now.

**Adult Happenings in the Library**

- Those doors are gorgeous! When hearing about the Anonymous Donor, another patron asked (anonymously) how he or she could help – any future projects? Alyson told the patron that the bathroom project was in development and the response was very positive! The patron has asked to be kept posted. For a week in which we had no patron entry to the building because of the door work, we still circulated 218 items. Everyone was very patient with the situation and excited to see the restored doors.
- We are a promotional sponsor of the Chase's Mill Summer Lecture Series. Beginning in June we will be promoting the Thursday night lectures via our website and social media, as well as our Bulletin Board.
- Alyson attended a virtual workshop on May 3<sup>rd</sup>, hosted by the State Library - "Preparing for Challenges." She indicated it was a good review and time well spent.
- Alyson spoke with the donor of our NY Times subscription and asked if it was possible to use the donation for digital programming. The donor agreed to redirect her donation of \$750 to help defray the costs of NH Downloadables, which receives much use.
- Alyson feels we are not ready for adult programming to be held inside the library. She recommends any programs continue to be held outside in lieu of increasing Covid numbers. Options include the lawn or the gazebo. We all agreed that the gazebo was the easiest option and was also very pleasant. Our usual cinnamon bun Saturday will be BYO this month, however.

## **Circulation**

In April, 1567 items circulated throughout the community. Circulation is strong! The percentages are as follows:

- NHDB: 23%
- Adult Collection: 21% (28% of the total was Nonfiction)
- Youth Collection: 43%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 7% (58 in, 55 out)

## **Alyson Vacation and Sick Time**

Alyson has used one vacation day from 2022 PTO.

## **Treasurer's Report and Finances**

May reports, which reflect April finances, were not available.

*Pending:* Susan suggested that we need more information on this for our future budgeting purposes and hoped we could obtain this in writing. Karn also commented that since the Town is responsible for the building maintenance, she wondered why we were paying for Laura's hours. This will need to be worked out prior to budget season and to ensure that we pay the Town the appropriate figure from our overspent 2021 appropriation. Karn will continue on this.

Kathy reported that, as part of the Maintenance Committee, we need to lead regarding who is responsible for what (Town or Library) based on a "historic" document from a past Selectboard.

## **Old Business**

### • **Grants**

Joe reported that the letter of intent for a building assessment grant was submitted with the help of Alyson and Kathy. LCHIP has accepted the letter and our portal is now open, meaning we have access to complete the appropriate forms and to submit the necessary documentation. The application is due 22 June.

### • **Building and Maintenance**

#### • **Door**

Work has been completed and the door looks beautiful. The contractor, Terry Cox, pointed out that we need to regularly schedule preventative maintenance to maintain the door integrity. This would likely involve a coat of varnish every other year with the doors remaining in place. Matt pointed out the doors should be sanded between coats. Carol suggested that we should check with Terry on that first. Susan offered to follow up on this. Details will need to be worked out. Carol will follow up with Karn regarding receiving the anonymous donation funds now that the work has been completed and will be paid for.

#### • **Bathroom**

We are still awaiting a final quote based on the previous concept sketch. We have not gotten a response from the plumber after several calls. Alyson stated that a good time to do this work would be when kids are in school.

Susan and Kathy indicated the Maintenance Committee has decided that we need to consider the necessity for a strategic plan as we approach the larger issues of the roof and handicapped accessible entrance. The bathroom, however, is in desperate need of renovation; the concept of change to this area to a nicer space may not, however, necessarily be a permanent solution, and should be considered as a solution to bridge a gap.

As part of this discussion, Kathy pointed out that we could engage the energy and expertise of a broader community at a time when we all are more able to gather and share ideas as part of our assessments. The visioning about the programming and use of the library will help guide our decisions about how to move forward with our renovations. Susan suggested that we might want to ask Ciaran Lavery to be involved in this. Kathy asked that we all think of who in the community might be helpful in developing a strategic plan; we would also seek volunteers. Alyson pointed out that staff and different segments of our users should be represented.

Joe stated that LCHIP fully understands that there are some things that cannot be done in a fully historic manner, for instance a handicap bathroom.

- **Smoke detectors.**

Alyson reported she signed off on the bid and we are in the queue for the work.

- **Window Project**

Susan reported nothing new as of now.

- **Roof**

Susan reported that, with our contractor now unavailable, we will need to work with the Town to develop a plan regarding a regular inspection of the roof and cleaning of the gutters. We will likely need to find an insured contractor with the proper tools to complete the work originally planned for this spring/summer. Susan will write a letter to the Town in this regard.

Matt stated that a quote of \$1,449,350 was received from Melanson and Company. This was to replace the roof, like for like (copper batten and flat seam). The Melanson rep felt that we could get another 10 years of service from the existing roof. We are still awaiting a quote from another vendor. Carol pointed out that she felt we should have explored other options for material before seeking quotes.

- **Other Old Business**

- **Email**

Matt indicated he continues to have problems with FatCow and expressed a desire to switch to another carrier.

- **Library Director Job Description**

Susan commented that while the job description gave an excellent overview of what Alyson does, she felt it was too detailed to use for an annual review as required by the bylaws. Carol commented that the job description has categories that should be used for a review rather than utilizing the specific tasks. She also mentioned there were many available sample documents online that could be used for template purposes. Kathy suggested we discuss areas that the Trustees could help the Director as part of the review process. Joe also commented that the document was easily used to build a performance review with, for instance, assessments of exceeds, met expectations, or areas where work is required. Joe and Susan also said this would help establish criteria that the Trustees felt should be future priorities. Kathy moved to approve the job description and Susan seconded. Carol and Alyson offered to develop an actual review document to be used for a fall review, after the summer reading program.

**New Business:**

- Matt indicated the elm tree out front looked like it needed some work again. He offered to reach out to Russell Tree to see what could be done.
- Joe reported that the Wellness Committee would be providing classes for CPR and use of the AED. AED signage may be required and the Town/Wellness Committee will deal with this.

**Potential Action/Agenda items for the next meeting, Thursday, June 16, 2022 at 6:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Door donation status etc.
5. Any grant updates.
6. Maintenance committee updates.
7. Strategic planning and potential community members.
8. Roof estimates.
9. Library Director evaluation form.
10. Elm tree.
11. AED signage and training.
12. Any new business.

The meeting adjourned at 8:09 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

*Respectfully submitted by Carol Reller*