

Shedd - Porter Memorial Library Minutes
November 20, 2025 Meeting
Approved

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

Alternate: Joe Levesque

Guests: None

The meeting was called to order at 5:01 pm. On a motion made by Kathy and seconded by Susan, the minutes of October 16, 2025 (corrected) were approved. On a motion made by Jude and seconded by Susan, the minutes of November 11, 2025 (public and nonpublic) were approved.

Librarians' Report

Children's Happenings in the Library

- We are looking forward to the Gingerbread Party, scheduled for December 19th at 3:30. Alyson has applied for a mini grant from CLiF to cover the costs of the event; we are hopeful. Regardless, we will proceed with the event.
- The CLiF Rural Libraries Grant kickoff at the schools (APS and Vilas) will be December 16th. Author Susie Spikol (*Forest Magic and Fairies*) is coming and we are excited! Many of the books ordered for SPML as part of the grant are on backorder as part of the Baker & Taylor distribution problem plaguing the industry.
- Outreach to the schools and in-library programming continues. Alyson enjoyed being a part of the Alstead Primary Halloween Parade as the SPML Trick-or-Treat stop.
- The Scarecrow Party was fabulous, and we received MANY compliments on them as usual. The scarecrows weathered a lot of wind but are now all safely packed away to hibernate for another year.

Adult Happenings in the Library

- The Tote Bag (and Note Cards) Art Contest received beautiful artwork! All the judging is complete, as well as the People's Choice voting. The Tote Bag and notecards are in production but are now not anticipated this week. The Art Contest Reception and Big Reveal are rescheduled for December 6th at 11am. We are planning to sell Totes and Notecards for \$15 each.
- The Book Club had another great discussion, this one about *The Haunting of Hill House*. Our next book is *Let the Great World Spin* by Collum McCann. We meet on the first Thursday of the month at 5:30. All are welcome.
- We plan to host Crumb Together Cafe the Saturday after Thanksgiving with fewer pastries, but the same amount of community and good conversation.

Administrative Happenings in the Library

- Alyson worked with Susan on the letter of intent (LOI) for the upcoming New Hampshire Preservation Alliance grant. This would be for funds to scope/clear the drains in the building as well as to repair the roof hatch. We will hear if we are invited to apply at the beginning of December.
- Granite State Plumbing and Heating came to the Library for the above initiative (drains), but also for the dehumidification project. They are sending us a comprehensive report with a recommended plan which could be done in phases.
- Alyson reported that a patron, Michael Hawkins, has offered to handle some building and remodeling projects for the Children's room. He has previously done other projects for the Library.
- Our 2nd Little Free Library is installed in Langdon! Thank you to Jessi Dussault and Griffin Construction for painting and installing this gem!
- Thanksgiving hours: we will close at 3pm on the day before Thanksgiving and will reopen the Saturday following Thanksgiving for normal hours.
- Alyson will inquire if Andrew Foster, the service tech from Irving Oil, had ordered insulation and installed it as he said he would.

Circulation

1496 items circulated throughout the community in October! A marvelous busy-ness in the library! The percentages are below:

- Libby: 26%
- Adult Collection: 18% (Non-Fiction was 36%)
- Youth Collection: 40%
- Audio CDs, Wonderbooks, and Magazines: 1%
- ILL: 11% (91 in; 70 out)

Alyson Vacation and Sick Time

Alyson has plans for an upcoming day off and Jessi Dussault will cover. She will then have 7 days remaining of her 2025 PTO. She has asked to carry over 2 days into 2026 and we all concurred.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Carol asked Susan about a few things that had lines through or under. Susan clarified and will reformat as needed.

As part of the Rural Libraries Grant, CLiF generously gave all grant administrators an extra \$200 stipend as grant administration was more involved than in the past. The check was made out to Alyson, as an administrator. We all concurred that the check was for Alyson, not the Library. Enjoy!

Joe previously emailed current savings/account rates at Mascoma as discussed at the last meeting. Joe suggested that the funds in the “ADA Compliance” account should be placed in a CD. Carol motioned investing in the 5-month CD. Jude seconded. The motion passed.

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. Susan reported that she has started this project.

2026 Budget Prep

Discussion regarding the comprehensive operating budget from the special meeting on 11 November was briefly reviewed. From that meeting, action items were to finalize payroll numbers, approve an overall budget, and to decide on a number to request for a Town appropriation. Carol reminded everyone that numbers for larger maintenance projects are estimates, we do not know what costs will be encountered for the roof or ventilation work, and that the Town does not have any maintenance costs in their budget or CIP for the library building even though there is a MOU regarding building care and costs.

Carol asked if anyone knew what the wording of the Library capital reserve fund was or if there was a specific purpose spelled out. She also mentioned that perhaps we should consider having the Selectboard be considered “agents to expend”. Joe reported that the capital reserve fund name is “building needs” and contained ~\$108,000 as of August. Jude asked if it should be the Selectboard or the Trustees as the “agents to expend”. We asked Jude to please look into this matter in terms of RSAs etc.

We went on to discuss the operating budget. We did agree to adjust one number. We also agreed to request an appropriation of \$55,000 from the town. Susan will email our budget to the Selectboard. We also agreed to request \$15,000 for the capital reserve which Susan will also communicate.

Maintenance Items and Committee Report

● Roof:

Susan reported about the visit from Granite State Plumbing and Heating. Two gentlemen visited, one with expertise on HVAC while the other came to look at the drainage system. A report will be forthcoming, but some highlights include that our ventilation (ducts) may be adequate to continue using with a new or modified system. New air handlers will likely be needed as well as an upgrade to the electrical system (the 100-amp panel is currently full). They will also quote the project such that it could be done in multiple phases. Alyson reported that they were very cognizant and aware of the historic nature of the building. They were clear that what they would propose would be a whole building solution. The “mini split” grant

may be applicable to some of this work while the hope is that an NHPA grant would be used for scoping drains. While on the roof, the observation was made that the gutters are full of leaves. Keith Hannatow will follow up regarding the routine maintenance of the gutters.

Susan also mentioned that the building may need pointing work. We did not do a total building repointing when the other masonry work was done a few years ago.

- **Mini splits**

Pending until more roof planning is done. This grant is good till spring of 2026 and may be used for dehumidifying or projects described above as well per Alyson.

- **Other Maintenance Items**

- Front door – Carol met with Tim Patch from Pinnacle Window and Door. He pointed out some damage to the bottom of the door and will provide a quote.
- The downstairs toilet is shifting around slightly. Alyson will again contact Matt Beam.

Old Business

Grants and Facilities

Joe reported that SWRPC has grant funds available (~ \$450,000 per municipality) which could be used for ADA compliance or roof /ventilation (moisture mitigation) work, for instance. Library match is project dependent. This is a subgrantee of federal funds and is ongoing with applications due in January or July. There was debate as to what would be appropriate to apply for. Carol suggested we should focus on the moisture mitigation problem/roof and drainage, particularly since we already have input from Peter Yost and Bill Rose and will shortly have input from Granite State P and H, all of which can be used in the application. Alyson commented that pointing may be part of a moisture management “system” along with the windows. We concurred that this issue needs to be addressed before we start looking at planning for ADA compliance projects. Carol asked Susan to reach out to Granite State P and H and let them know there is a grant possibility which does have a timeline.

Updates on the Status of the Contract for the Director and the Personnel Manual

Pending till after budget season.

New Business

Carol asked if we should start a separate account for roof/ventilation/moisture mitigation work in case someone wishes to specify a donation for this purpose. We all concurred that this would be wise if such a donation should come in.

We agreed that we would have a public hearing next month to accept a donation of \$6000. Alyson will post this on the bulletin board and social media.

Potential Action/Agenda items for the next meeting, Thursday, December 18, 2025 at 5:00 PM

1. Public hearing to accept a donation greater than \$5000 IAW RSA 202-A:4-c Trustees' Authority to Accept and Expend Gifts
2. Minutes reviewed and approved.
3. Librarian's report.
4. Treasurer's/financial reports and accounting procedures committee update.
 - a. Update on a CD for the ADA fund.
 - b. 2026 budget status update.
 - c. Report on “agents to expend etc.” and discuss the need for any wording change for our capital reserve fund.
5. Maintenance/committee updates, including
 - Front door work.
6. Roof/ventilation/moisture mitigation update.
 - a. Mini Splits and utilization of the \$14,000 grant and its timeline.
7. Any grant updates.
8. Updates on the status of the contract for the Director, job description, and personnel manual.
9. Other old business.

10. Any new business.

The meeting adjourned at 7:32 PM on a motion made by Kathy and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller