

**Shedd Porter Memorial Library Minutes**  
**July 9, 2020 Meeting**  
**Meeting Held Remotely Via Zoom**  
**Approved**

**Present:** Carol Reller, Alyson Montgomery, Matt Saxton, Susan Norlander, Karn McShane (6:06), Kathy Torrey

**Alternate:** Joe Levesque

**Guests:** None, although sign - in instructions were available via the Library webpage and Facebook page.

The meeting was called to order at 6:04 p.m. The minutes from the June 10<sup>th</sup> meeting were approved on a motion made by Susan and seconded by Kathy.

**Librarian's Report**

- **Income**
  - Income included \$100 in donations and \$120 in fees.
- **Happenings in the Library**
  - The library reopened July 1<sup>st</sup> on a “by appointment” basis. So far it has gone well, and people have been very understanding of the restrictions. Curbside appointments are still encouraged.
  - Matt inquired if there had been requests for printing or use of the computers. Alyson said there had been a few but mainly for gaming on the computers. Alyson doesn’t think we are quite ready for computer use yet although we could print for people if that service is needed. A decision will be made regarding printing at the next meeting, once more data has been generated regarding library usage in general and requests for technology usage.
  - Alyson has asked Laura to come over following each day we are open to sanitize. Charlotte is purchasing Murphy’s Oil spray cleaner for the chairs that act as barriers, circulation desk, etc. The circulation desk computer, the phone, and the chair are sanitized regularly. There was also discussion of using an ionizer to sanitize.
  - During June, we handled 81 curbside appointments.
  - Virtual Summer Reading is underway. We have 32 children signed up and using the virtual program. While we have not captured some of our expected kids, we have readers that are new to our program. Also, each of the 32 kids are actively engaged with the program.
  - Virtual Wildlife Encounters is Friday, July 10<sup>th</sup>!
  - We are still awaiting a response regarding the IMLS grant for Chromebooks and iPads from last month.
- **Building Issues & Other Administrative Projects**
  - There is standing water in the basement, despite the dryness of June, and the septic having been pumped. Laura and Alyson continue to monitor the situation. The contact information for two different plumbers was shared with Alyson and it was suggested that the problem could be related to the pump or a leaky pipe.
  - Carol and Alyson have been working on the website, and we are close to done!
- **Circulation**
  - In June, we circulated 717 items (Downloadables included). This is a little over half what our Pre-COVID circulation was. Predictably, NHDB is still the highest category of checkout.  
Percentages are as follows:
    - NHDB: 43% (last month it was 60%)
    - Adult Collection: 17%

- Youth Collection: 33%
- DVDs: 3%
- Audio CD & Magazines: 1.6%
- **Alyson Vacation/Sick Time**
- Alyson has 60 hours available for 2020 and she has not used any vacation or sick time. She plans to take time in August after summer reading ends.

### **Treasurer's Report**

- The Treasurer was unable to present formal reports with details from Three Bearings, as they were not yet available.
- The migration to QuickBooks continues. Karn is working out the best way to itemize deposits.
- Karn now has a separate email to use to facilitate payment of bills with Quicken. Please use that to send invoices to her.
- Karn indicated that there were new forms that had to be signed for the financial reports. She will leave them at the library for each of us to sign.
- Previously approved raises for Alyson and Gaale were discussed and it was voted to implement these now that the Library has “reopened”.
- Works on Paper has finally received checks. They have returned a duplicate uncashed.
- Karn now has the paperwork for Matt to also sign for the debit card with Mascoma.
- Karn paid FatCow for the webhosting, email, etc. She managed to talk them down and saved close to \$100 over the annual cost, as we are a nonprofit. The hosting cost is now \$83.

### **Old Business**

- **Grants/Painting:**
  - Joe provided the following updates:
    - **Defibrillator:** no new news. Still looking for a source.
    - **Painting and plaster repair.** A "Letter of Intent" was previously filed with the NH division of Historical Resources for \$8000. Joe has forwarded us a draft of the grant to review. He has not heard back from the “Moose Plate” people.
- **Library Policies:**
  - The draft bylaws were discussed. There was one typo corrected. A minor change was made under section V-D and V-F. Susan moved and Karn seconded to accept the revised bylaws drafted January 20, 2020 and amended at this meeting; the motion passed.
- **Other:**
  - The Shedd Will was again discussed. Again, by law, we are required to have an odd number of trustees. Joe did talk with the NHMA; they indicated there was nothing to preclude a trustee from Langdon. Joe explained to them that Langdon did contribute financially but not at the same per capita level as Alstead. NHMA felt there was no reason why we could not ask for additional funds from Langdon even though they were not represented.
  - The “Books on the Bus” program continues through the summer. Susan and Joel have been delivering books with school meal delivery. Alyson and Amelia have continued with a steady supply of books. The Literary Specialist at Vilas has reached out to work with the Library and Alyson hopes to get him involved in this program. Joe asked Alyson if she would like to take over the bookshelf at the town hall. She will work with Laura on this. Susan suggested that at some point we put a sign over the bookshelf showing that the books came from the library.
  - Joe will submit the Zoom receipts (June and July) to the CARES Act people by the 15<sup>th</sup> of July. August and September will be submitted at a later date.

### **New Business:**

- There was no new business to discuss.

**Webpage Redesign Project:**

- Carol and Alyson shared a screen of the new design webpage, which is not quite finished. All were happy with what they saw.
- Carol explained that more hours than anticipated were spent on the front end of the project. As a result, we will be very tight in properly completing necessary tasks. She requested an additional \$300 for the project which would give us an additional 6 hours of time with the designer on top of the ~ 7 hours left with the original budget/plan. Susan moved to provide the additional \$300 and Kathy seconded; the motion passed.
- Karn questioned the cost of using Wix as a platform. Carol explained that this would not be done in conjunction with FatCow. The last Carol knew, the cost of Wix would be ~ \$150. There would continue to be a few costs still associated with FatCow including, potentially, email. She also explained that these details cannot be fully worked out until we have an active account with Wix.
- Contact info for the Trustees was also discussed. The question arose as to using links for each Trustee's email, or developing a new one that was for the group. We will include a link and start an account for trustees@sheddporter.org.

**Potential Action/Agenda items for the next meeting, August 13, 2020 at 6:00 PM:**

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report (June and July) and update on use of Quicken.
4. Any grant updates.
5. An update on painting estimates and any associated grants.
6. Policy discussion potentially including the bylaws and lockdown.
7. Building issues – window and plumbing.
8. Services provided and the phased reopening of the Library.
  - a. Printing
  - b. Use of computers
9. Webpage redesign project status.

The meeting adjourned at 7:56 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

*Respectfully submitted by Carol Reller*