

Shedd Porter Memorial Library Minutes
June 15, 2023 Meeting
Approved

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

Alternate: Joe Levesque

Guests: None present

The meeting was called to order at 5:05 PM. On a motion made by Susan and seconded by Karn, the minutes from the May 18th meeting were approved.

Librarian's Report

Income:

Cinnamon Bun Saturday: \$80

Miscellaneous Fees and Donations: \$46.08

CLiF Grant Reimbursement: \$188.08

Non-Resident Fees: \$20

Marcia French Donation: \$750

Karen Luther Donation (in memory of Esther Luther): \$50

Richard & Mary Holmes Donation: \$150

Kathryn Gallagher Donation: \$200

Steven Holmes Donation: \$210

Jeff Holmes Donation: \$100

Children's Happenings at the Library

- We did a special, really fun Storytime with the book *Change Sings* as part of the CLiF Revive Literacy Grant. We read the book together, talked about it, and then painted some Kindness Rocks. All the children got a copy of the book to keep, which they loved.
- Also part of the CLiF grant, we hosted the second Team Read – Harry Potter version. There was a great discussion of the book, everyone came in costume, and then acted out one of the scenes. Thank you CLiF!
- CLiF will be joining us again as a part of Summer Reading – we were awarded a Summer Readers Grant! We will be enjoying a visit from a local author as one of our upcoming programs. Everyone will get to take home two free, new books to keep! This is a highlight every year!
- Summer Reading is about to begin! The flyers went out and people are signing up. Wildlife Encounters will start things off – all are welcome!

Adult Happenings in the Library

- The Page Turners book group is reading two books for “Summer Reading” – *Our Missing Hearts* and *Remarkably Bright Creatures*. We will start with *Remarkably*; please come get a copy if you would like to join in the discussion. All are welcome. There was some discussion of how the in-person group is functioning versus the Facebook PageTurners group.

Administration

- Erin Heidorn updated Alyson on the existing artwork that we were considering using for a SPML Tote Bag. She loves the idea of a tote, but the artwork she has is just too small. She is unable to create new artwork herself and advised that we needed someone to do a drawing or design that we could use in multiple places, especially the tote. Matt suggested using a particular picture, Susan offered to

attempt a drawing, and Carol suggested having a contest with the local school children. We will table this for now at Susan's request.

- For our upcoming Summer Reading programs, Alyson will be running the programs with Lindsey. Gaale/Sharon will be managing the upstairs while the program is running.
- The Selectboard approved creating a Little Free Library for Millot Green. Stay tuned!

Circulation

1306 items circulated this month. A good month, with lower Juvenile Collection checkouts due to some Storytime adjustments, as well as Storytime cancellations. The percentages are below:

- NHDB: 33%
- Adult Collection: 22% (with 32% of that total NF)
- Youth Collection: 28%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 10% (67 in, 69 out)

Alyson vacation and sick time

4 PTO Days have been used and 14 remain.

Treasurer's Report and Finances

June income and expense reports, reflecting May, were discussed but have not yet been emailed.

From Last Month:

Karn motioned that we pay the Town the full amount of their invoice #9 for \$4009.06 for 2021 and Carol seconded. All were in favor. Karn also motioned that the Town deduct \$3855.69 for cleaning services from our 2022 allotment overage and remove cleaning costs from any future invoices for allotment overages. Carol seconded. All were in favor. It should be noted, based on our calculations, that should leave \$3250.63 due the Town for 2022. Matt will communicate this to the Town.

Follow-up – this was not communicated to the Town. Further discussion ensued regarding Town responsibilities, the Trustees responsibilities, feedback from the NH Municipal Association, and RSA regulations, particularly regarding budget detail (reference was made to how Walpole presents their libraries budget). Susan said a clearer understanding of what it costs to run the Library was probably required and input from the Town would likely be needed. It should be noted that the Selectboard was willing to provide this type of information at their meeting on 6 June. A motion was made by Karn to negate her motion from last month regarding the 2020 overage and action item; Carol seconded. All were in favor.

Susan reiterated that we have two purposes in further detailing Library operations. First is having some level of documentation to explain more specifically how the Town and Library both support the operation of the Library. Second, we need a better understanding of what it truly costs to operate the Library. She also said that Carol's suggestion of a subcommittee (possibly Carol, Kathy, and Selectman Gordon Kemp) would be a way to get the ball rolling on this. Carol volunteered to reach out to Gordon in this regard.

Building and Maintenance

Bathroom and Hallway:

No quote has been received.

Front Door:

A full fix to recurring problems is still pending. We hope this will be addressed at the same time the bathroom work is performed.

Windows:

Again, nothing new to report.

Gutters and Roof:

As previously reported, Melanson did the spring cleaning and roof check. Matt was told that the problem with periodic leaks was where the copper meets the stone. Matt did meet with Keith Hanatow from Melanson, and they went up on the roof. Matt said he pressed on the membrane, and it seemed as if there was water underneath it. We are expecting an estimate to fix the corners with copper rather than rubber; Matt anticipated that this would be a warrant article for 2024. It was also reported that caulking, which is approximately 8 years old, showed some deterioration. The Geocel coating does help to extend the life of the copper roofing which is in the vicinity of being a hundred years old.

Other Buildings and Maintenance Items:

The maintenance group met June 8.

- Susan reported that the window wells were cleaned out by Highway Department workers. Susan said this was no small feat and was quite appreciative of their effort!
- We are waiting on the electrician, John Allan.

Old Business

Grants and Facilities

Kathy had nothing new to report regarding the grant application with the NH Preservation Alliance.

Other Old Business

- Kathy and Alyson are continuing to analyze the data collected.
- Carol outlined issues we had been having with trying to send emails from FatCow to any Gmail accounts. FatCow had told her the issue was on their end and involved migrating their server to the Cloud. Our webpage developer/consultant helped fix the situation thankfully; she also suggested that we migrate our domain to have Wix host it rather than FatCow. All concurred that we should try this before switching to Gmail or other email providers as they could cost far more than having paid help fix any future issues. Carol will pursue this.

New Business

Matt reported that the Library owns $\frac{3}{4}$ of an acre on Hill Road. This piece is landlocked but is assessed at \$1900. Apparently, there is an artesian well on the property. Matt will keep us posted on this.

Potential Action/Agenda items for the next meeting, Thursday, July 20, 2023 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Maintenance/committee updates.
5. Ongoing work with the Town detailing operations and costs.
6. Any grant updates.
7. Strategic planning updates.
8. Tote bag updates.
9. Liaison concept for Langdon (tabled).
10. Other old business.
11. Any new business.

The meeting adjourned at 7:04 PM on a motion made by Kathy and seconded by Carol; the motion passed unanimously.

Respectfully submitted by Carol Reller