

**Shedd Porter Memorial Library Minutes
December 22, 2022 Meeting
Accepted**

Present: Carol Reller, Alyson Montgomery, Karn McShane, Susan Norlander (5:09), Kathy Torrey

Alternate: Joe Levesque (5:05) in place of Matt Saxton

Guests: none present

The meeting was called to order at 5:04 PM. On a motion made by Karn and seconded by Kathy, the minutes from the November 17th meeting were approved.

Librarian's Report – November

Income

- Jude Willis and Joe Levesque Donation: \$200
- Miscellaneous Fees and Donations: \$16.90
- Cinnamon Bun Saturday: \$55
- Seaver - Book Replacement & Donation: \$30
- Inga Green Donation: \$100
- Kate McGrath/Karl Townsend Donation: \$25
- McDonald Fund Donation: \$1,000
- Non-Resident Fees: \$40

Children's Happenings

- Storytime and Outreach to the local schools are in full swing.
- Alyson is applying for a "Revive your Literacy" grant from CLiF - it's a small grant for former Rural Libraries grantees that still cannot re-apply for the Rural Libraries Grant because it has not yet been five years. The grant would be for books and a literacy event.
- The Fall Mountain Regional High School Life Skills class has started to attend the Library on Wednesdays to volunteer. They reshelve our Easy readers, put up our Christmas Tree, and reorganize our toys. It is great to have them come to the library!

Adult Happenings

- Alyson is thrilled with the adult programming at the Library. Civil Conversation, Cinnamon Buns, the Needlecraft Group, Page Turners Book Group, and Adult Coloring - it's fantastic!
- The next meeting of the Page Turners Book Group is on December 29th. All are welcome.

Administration

- Alyson met with Kathy Torrey regarding the Strategic Plan and established an "Action Timeline". More below.
- Alyson is starting the report for the Annual Town Report in the next week or so.
- We will be closed on Christmas Eve and New Year's Eve, both Saturdays. There will be no cinnamon buns this month.

Circulation

In November, our total circulation was 1253, and 831 patrons visited the library. Apollo, our Library Computer system, keeps track of the "Money Saved" by patrons compared to if they had bought the book/DVD. To date, patrons have saved: \$108,575. We started to track the value of our collection (price of the item in the record) when Alyson started here, so older books/DVDs are not included in this figure - neither are Inter-Library Loans that we request. It's a conservative figure, but very exciting! Kathy commented that this is a great thing to put in the Town Report!

The check-out percentages for November are as follows:

- NHDB: 26%
- Adult Collection: 22% (38% is Non-Fiction)

- Youth Collection: 35%
- DVDs: 5%
- Audio & Magazine: 1%
- Inter-Library Loan: 11% (85 in; 52 out)

Alyson Vacation and Sick Time

3 PTO Days remain. Alyson asked to hold these days over until next year and we all concurred with the request.

Treasurer's Report and Finances

November and December income and expense reports, reflecting October and November, were presented, combined in one report.

Karn reported some changes with the bank software used. She also commented that her report showed end of October balances for the MS9 values as she did not have updated information from Three Bearings. Karn indicated that she is getting ready for year-end reports which will need to be in at some time in January to go in the annual Town report.

Matt and Joe did have the opportunity to discuss the issue of employee pay for Library cleaning with Mary and the Selectboard. Mary is looking into this; Karn hopes this could be cleared up by year's end.

Building and Maintenance

Bathroom and Hallway:

We are waiting on a quote from Bellows Construction. Susan reported that Ciaran Lavery offered to talk with Barry Bellows and, with his acceptance, begin to price components for the bathroom. This will help us prepare for Barry's quote and determine the scope of the work.

Front Door:

Joel McCarty's application of Sugru (hardening silicone putty) in the left-hand door's bolt hole did work to make the door operable, until further wet weather began to affect operations. When the front door again became very difficult to open in November, Joel and Bob McGuire worked to make the left-hand door immobile. Joel drove some white cedar wedges between the granite threshold and the bottom of the left-hand door to stabilize it. (The wedges will soften and wear out, but they are something that can be cheaply and easily installed when they need to be replaced.) Then Bob and Joel tested and dry-fit the space between the doors by sliding a piece of paper down till it stopped, planing and chiseling the tight places, and continuing down between the doors. Then they applied soap and gave the bar to the Librarian for future use on the door.

The door casing of the righthand door, where it fits into the granite, is not as rigid as it should be. Barry Bellows, along with Ed Reller and others, have observed this. Barry hopes to work out a solution.

Windows:

Again, nothing new to report.

Gutters and Roof:

Nothing to report.

Other Buildings and Maintenance Items:

Alyson previously emailed Mary about the lightbulb that is out in the front lawn lanterns. No work has been done. Joe will now email Mary about the lightbulb.

Alyson did call DPW regarding the snow in front of the steps. The snow was removed but the path was not widened. Joe will follow up with Prescott as no one knew if the DPW or a contractor was clearing the walk this year.

Old Business

Grants

Joe said he is working with Ciaran Lavery to get ready for the next round with LCHIP. The big concern is finding an historical architect to work with us to generate information required by LCHIP.

Other Old Business

- There was nothing new to report regarding AED signage and training per Matt (email). This will be removed from future agendas.
- We are still seeking suggestions for an additional alternate.
- Carol asked to review the budget as one of the Selectmen requested that we consider only a 3% COLA if the Town went to a lower COLA. She also proposed that we drop our request to \$45,000 from \$47,500. After some discussion, Carol motioned that we follow the COLA the Town adopts for 2023 and that we communicate with the Selectboard our willingness, as a good faith gesture, to reduce our appropriation request for 2023 from \$47,500 to \$45,000. Susan seconded. The motion passed. Carol will forward this decision to the Selectboard.

Karn brought up the topic of Alyson's pay versus her performance review. Discussion and comments included seeing how the Director's pay has changed over time, especially since Alyson was originally an hourly employee and is now salaried, and that we should also compare Director pay versus similar size NH Libraries. Susan suggested this be a nonpublic part of our next meeting. Karn and Alyson will gather statistics.

- Carol reported that the web page designer has fixed whatever the problem was with the mobile site at a very reasonable cost. She had some tips as requested so we don't make a similar mistake in the future. Hopefully Carol can work with Lindsey after the holidays to train her in using Wix.
- Susan shared the wording for a warrant article for large gifts per RSA Section 202-A:4-c. Her proposal is:

"Shall the town accept the provisions of RSA 202-A:4-c providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the town meeting, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?"

Carol moved to accept the wording for the warrant article as is and Karn seconded. The motion passed and Carol will send this off to the Selectboard.

Strategic Plan:

Kathy reported that she and Alyson met to plan a launch of the strategic plan process. In the coming months they hope to renew and refresh community connections by gathering input from the Alstead/Langdon community. Both have envisioned a logo and a short proposal and explanation to help engage people in the process.

Alyson also shared (hard copy) a compilation of her SOAR analysis.

The following is being considered as a first step to introduce the planning process to the community:

Shine new light on learning:

The Shedd-Porter Memorial library has been thriving on many levels despite the challenges of the past few years. As we renew and refresh our community connections in the new year, we invite your input into our Strategic Plan. What do you want the library to be in the years to come?

The mission of the Library is...include our 2019 Mission statement

Our library has been a place of learning, a place of refuge, a place to play, a place to meet, a place to access information, a place to grab a good book for a comforting escape from the day-to-day routine. During our shutdown and pandemic response, we have developed some new programs-a silver lining has been strong incentives to stay flexible and responsive to community need. Please help us envision our next steps

The following is a potential timeline for the planning process:

January:

- Develop email questionnaire and select questions for poll Alyson and Kathy logo design for strategic plan initiative?
- Report progress to board on regular basis
- Approach individuals with diverse perspectives and community knowledge for possible work on developing plan.

February and March:

- Community conversations- initial small group meetings. Purpose of initial meetings - discuss community needs and brainstorm ways the library can meet those needs.
- Develop Vision statement
- Distribution of questionnaires in library and at town meetings

March/April:

- Collect data from initial meetings/questionnaires

New Business

There was no new business to discuss.

Potential Action/Agenda items for the next meeting, Thursday, January 19, 2023 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance/committee updates.
6. Director compensation.
7. Strategic planning.
8. An additional alternate.
9. Discuss potential officers for the upcoming year.
10. Any new business.

The meeting adjourned at 6:22 PM on a motion made by Kathy and seconded by Karn; the motion passed unanimously.

Respectfully submitted by Carol Reller