

Shedd - Porter Memorial Library Minutes
May 22, 2025 Meeting
Approved

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

Alternate: Joe Levesque

Guests: Patron (5:00 – 5:23), Ciaran Lavery (5:00 – 6:01)

The meeting was called to order at 5:00 pm. On a motion made by Jude and seconded by Susan, the minutes of April 10, 2025 were approved.

Discussion of a Supervised Visitation Policy

A patron joined us to speak about supervised visits. On May 22nd, there was a supervised visit unexpected by the Librarian which was to occur at the same time as Storytime. The timing conflict was explained by the Librarian to the parties involved.

There was discussion about advanced notice being necessary for a visit of this type, the appropriateness of the Library for such a visit, and miscommunication. Because of this incident, Alyson reached out to other librarians and to Chief Murrell for input regarding supervised visits in general. Alyson then drafted a proposed policy for supervised visitations and shared this with us in advance via email.

Discussion of the draft policy ensued. Carol made a motion to approve the policy drafted by Alyson and modified by the group and to ask our attorney to review the policy prior to posting it for public use. Susan seconded the motion. The motion passed and the policy was approved. Carol will forward the policy to our attorney for review.

Librarian's Report

Children's Happenings at the Library

- In collaboration with the school, Alyson has submitted the grant proposal to CLiF for their Rural Libraries Grant 2025-2026 school year. We are excited and hopeful; we should hear in June!
- We were awarded the Dollar General Grant for Summer Reading - \$1,700! Included in this figure is \$500 for new books for children about art - a wonderful upgrade for our Juvenile Non-Fiction section.
- We were also awarded the CLiF Summer Readers Grant – which is a past highlight of our summer reading program.
- Summer Reading is loaded with excitement and fun! The flyer is all set to go to Staples for copying.
- SPML was thrilled to collaborate with Girls on the Run (a program at APS) last week as they ran their practice 5k. Jessi Dussault staffed the water station out front. Teachers and parents brought signs to cheer the runners, and Jessi brought her cowbell. Thank you, Jessi! Good luck in the big race, girls!

Adult Happenings in the Library

- Page Turners had a great discussion of *Inheritance* by Dani Shapiro. Our group is large and new members come each month! *Evvie Drake Starts Over* is next on June 5th. All are welcome!
- Crumb Together Cafe will be at the end of the month. Recently, it's been very yummy and well attended. Please join us!

Administrative Happenings

- Thank you to everyone for the immediate help with the recent leaks at the library during our big rain events. Ugh. More below.
- In better news regarding the building, we were awarded a \$14,000 grant from ARSL and the Manton Foundation to combat humidity in the attic – an important step in the roof restoration process.
- Our Little Free Library is ready for installation/painting. Alyson would really like to install the LFL on the library lawn near the crosswalk. There was some concern about mowing. Carol suggested that Alyson talk to Jesse first to make sure it will not interfere with mowing, here or on Millot Green. Susan suggested we could put a stone or mulch perimeter around the post to facilitate mowing. We concurred that we would support what Alyson and Jesse decided would work best. Thank you to our donor, as well as to Jodie Brown and her friend Kevin for building this masterpiece! Alyson applied to the official Little Free Library

organization for a free “Charter” - this small plaque registers us with the organization and puts us on the map! Chartered Little Free Libraries are eligible for book giveaways and donations.

- In researching the Little Free Library, Alyson found a potential grant for a free, pre-built Little Free Library – complete with charter! Jessi Dussault approached the Langdon Selectboard to ask about installing a Little Free Library (if awarded) near the old fire station. She will approach the School Board about installing it on Sarah Porter’s property, but if that doesn’t work the town is ready for the fire station. Jessi would maintain the LFL in Langdon. We are both working on this grant, as another outreach program of SPML.
- Alyson attended the NHLA conference in April, attending seminars on Adult Programming, grant writing, the Great Stone Face Award, and conflict de-escalation.

Circulation

1201 items circulated in April. The percentages are below:

- NHDB: 32%
- Adult Collection: 24% (with 31% of that total being NF)
- Youth Collection: 24%
- DVDs: 2% (although we do a brisk business in ILL DVDs which would increase this percentage)
- Audio & Magazines: 2% (Joe & Jude’s generous donation of the *Economist* is regularly used – thank you!)
- ILL: 15% (103 in, 77 out)

Alyson’s Vacation and sick time

3 days used. 12 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously and hard copies handed out at the meeting. Susan reported that the audit was pushed back to July from June.

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.

Maintenance Committee Report

- **Roof:**

Ciaran Lavery summarized and discussed the ongoing issues with the roof. Much of this has been shared in prior emails to the Trustees. In summary, there are concerns about surface drainage (ground), masonry leaks, and the roof itself, in particular the perimeter gutter. Ciaran has surveyed the roof multiple times and is making drawings at the request of Peter Yost. Ciaran will also be in touch with Jim Garvin, former state historian for input.

Susan reported that she had videoed the northeast and southeast corners during today’s rain, showing potential moisture problems.

The mortar joints, as Peter Yost previously stated, may need to be repointed by a mason. Peter Yost came to the library on May 2nd – Matt met him. His report was submitted and distributed previously via email.

Susan reported that she wrote out a timeline of events and problems since March which she hopes will be kept up to date.

Matt reported that he was on the roof on May 13 with staff from Melanson roofing. A number of cracks in the gutter membrane required repair which was done. The selectboard was advised by Matt that we ordered the repair without prior approval and a bill will be forthcoming.

Matt also reported that we did not need to bore any holes in the wall. He also reported he was very impressed with the two building scientists that are analyzing the situation.

- We discussed testing the water at the library. Where does the water come from? Has it been tested? Kathy is spearheading this project. Joe thought that the library, along with a number of other buildings in the village, get water from a common well. If it is the same well that is utilized by the General Store, the water is tested annually per Joe.
- We discussed the need for a new communication system between the Trustees and the Town as we work on the building – particularly with the roof restoration. With the emergency from the roof leaking, we need to keep the town informed of any work and associated costs.
- We received a \$14,000 grant from the Association of Rural and Small Libraries to be used to combat moisture in the building as Alyson mentioned in her report.
- No update on Chris Morrill painting dates and, of course, the weather has not cooperated this year.
- The high lightbulbs in the office and the DVD room have been replaced and can now be activated with a remote control. John Allen rectified the situation.
- Joe continues to follow up with Misty to find out when the furnace is set to be cleaned/serviced. We are on the town schedule.
- Joe continues to investigate spill dams for the oil tank and is having a hard time finding one he thinks will do the job.
- Joe found some LED battery-powered exit signs for the back door, and possibly the door leading to the restroom downstairs and he has ordered two – they have been shipped.

Old Business

Grants and Facilities

There was nothing new to report. Joe is looking for funding from private foundations because of potential issues with federal funding sources.

Review of Policies

Jude is plugging away with getting these ready for us to review.

Roof and Building Scientist Review

See above.

IMLS Update

A lawsuit was filed, and a temporary restraining order was put in place to continue the operations of this organization. Funds, in the meantime, continue to be dispersed. As such, ILL and state library functions, particularly Libby (NHOD) continue! Joe reported that the NH state library is the oldest state library in the country.

Updates on the status of the contract for the Director

Carol and Susan reported that they had spoken with the attorney and the draft contract is pretty well set. We decided that, prior to presenting the contract for all to review, that the Director's job description needed a few minor updates. This has been completed and was forwarded to Alyson on Wednesday, May 21, for her review. Susan and Carol feel the changes are minor enough that the document can go to the attorney when completed and will also come to the Trustees at the next meeting.

It was also decided that it would be wise for the Library to have their own personnel manual. Misty Gratacos graciously shared a Word version of the Town's manual for us to edit and use as a base document for our own. This will also need to be reviewed by the attorney and the Trustees. Hopefully this draft will be finished by the end of June.

Updates regarding phone

Carol discussed ongoing communications with Xfinity, Consolidated, and Fidium, attempting to reduce costs for comparable service (phone and/or internet) or keep costs about the same for better services. Apparently, we would not be able to apply for any E rate cost reductions until 2026 and we should not assume that program would still be available when evaluating options.

We all agreed that we had more homework to do, with the Town (*Carol*), Schools (*Joe will check on their use of E Rate*), Xfinity (*Carol and Alyson*) and Fidium (*Carol*), prior to our next meeting.

New Business

Susan asked if she could contact the mason recommended by Keith Hanatow and Dan Bartlett. All concurred.

Alyson reported that the Police Chief has requested a key to the building. Alyson suggested that we install a Knox Box by the back door for emergencies. Alyson and Carol will work on this. In the meantime, we will refrain from handing out additional keys.

Susan asked if we wished to have Crumb Together Café during July and August (we did not during those months in 2024). We concurred that we would continue during this summer but that we would reduce the number of pastries.

Potential Action/Agenda items for the next meeting, Thursday, June 19, 2025 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates, including
 - water testing,
 - window painting status,
 - utilization of the \$14,000 grant and its timeline,
 - exit lights,
 - furnace cleaning/service,
 - spill dams, and
 - communication with the Town, particularly during emergencies.
5. Roof work update.
6. Any grant updates.
7. Review of updated existing policies.
8. IMLS update.
9. Update on the Supervised Visitation Policy with feedback from our attorney.
10. Updates on the status of the contract for the Director, job description, and potential personnel manual.
11. Any updates regarding phone and/or internet service.
12. Other old business.
13. Any new business.

The meeting adjourned at 7:23 PM on a motion made by Kathy and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller