

**Shedd - Porter Memorial Library Minutes
December 18, 2025 Meeting
Approved**

Present: Carol Reller, Alyson Montgomery, Kathy Torrey, Jude Willis, Matt Saxton (6:25)

Alternate: Joe Levesque

Guests: None

The meeting was called to order at 5:04 pm. On a motion made by Jude and seconded by Joe, the minutes of November 20, 2025 were approved.

Public Hearing to Accept Donation

The special meeting/public hearing to accept the NH Charitable Foundation anonymous donation of \$6000 with no limitations was called to order at 5:04. Kathy made a motion to accept the donation and Carol seconded. The motion passed unanimously and was gratefully accepted. The special meeting adjourned at 5:06 on a motion made by Joe and seconded by Jude; the motion passed unanimously. We returned to our regular meeting.

Librarians' Report

Children's Happenings in the Library

- The CLiF Rural Libraries Kickoff event was Tuesday at Vilas and APS. It was marvelous! Author Susie Spikol (*Forest Magic* and *The Book of Fairies*) visited and told stories, talked about being a writer and a naturalist, and was brilliant! Teachers came up to Alyson asking if she could come back! Another teacher emailed to say that the kids talked about Susie all afternoon! Alyson and Jennifer Aiken displayed many of the new books donated to SPML from CLiF. Children asked if certain books could be held for them. It was great! We are excited about hosting a second author event in the spring!
- Also, this week is the Gingerbread Party! Thank you, Lindsey, Jodie, Jessi, and Lisa for getting everything ready! We did receive The CLiF mini-grant to cover the cost of the event.

Adult Happenings in the Library

- Our Art Contest Reception was terrific! Congratulations to our winners: Emma VanAlstyne, Winston Smith, and Callie Blanton, and Susan Norlander! A big thank you to Nicole Chazaud for her volunteer efforts in this contest. Tote Bags are for sale for \$15 as well as note card packs for \$15 (8 cards).
- Another great discussion for the Book Group! We are reading *The Wedding People* for our January meeting.

Administrative Happenings in the Library

- Cody Lounsbury asked to be switched to the substitute list. Lisa Hawkins has accepted the position as Children's Programming Assistant. All is going well!
- Alyson worked with Susan on the Letter of Intent for the NH Preservation Alliance "1772" grant to cover the scoping of the drains. We discovered, unfortunately that SPML is not a candidate as we are not a 501©3, but we are exploring other funding options for the roof/moisture management work with the NH Preservation Alliance.
- Alyson will begin working on the Town Report shortly.
- Alyson suggests we skip Crumb Together Cafe in December. People might be away, still with family, etc. We all concurred.
- Holiday Hours at SPML: We will close at 3pm on both Christmas Eve and New Year's Eve. We are closed on Christmas and January 1. Alyson recommended we also close on the 26th. The Trustees agreed. She will update the webpage, online calendar, and Facebook.

Circulation

1227 items circulated throughout the community in November. The percentages are below:

- NHDB: 34%

- Adult Collection: 20% (NF is 31% of the total)
- Youth Collection: 29%
- DVDs: 4%
- Audio, Magazines, and Wonderbooks: 2%
- ILL: 12% (83 in; 60 out)

Alyson vacation and sick time

Alyson will hold over 4 days to use in January which we all agreed to.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously.

Susan and Carol will bring our approved minutes from November to the bank next week to move the ADA funds to a CD. Susan has talked to the bank to confirm the process.

Linda Lambert at Three Bearings inquired if we would like to move any funds from our Mascoma Savings Bank savings and/or checking accounts into the Fidelity Common Account. She stated that if the need for cash arose, they can generally accommodate transfers to us in 1-3 days maximum. She also asked that we discuss this when all Trustees are present. Those present tonight thought it was a good idea to move savings funds. This has been added to the agenda for January.

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

Jude reported about the text of the Library CRF and confirmed it states for "Library building needs". She did not find a specific RSA stating that either the Trustees or the Selectboard could be or had to be the agents to expend. Warrant article 15 from 2025 asked both for funds and to make the Selectboard agents to expend. We concurred that we wanted to add a similar clause for agents to expend to the Library's 2026 warrant article request for funds, comparable to that contained in the 2025 warrant article but, in this case, making the Trustees the agents to expend.

Carol noted that the latest draft version of the Town budget has lumped all Library expenses into one line item. She reached out to the Selectboard to question why as much time and effort has been spent in previous years to determine specific costs to operate the Library. She felt that this change could be a step backwards. Joe reported that the Selectboard, or part of it, is attempting to get the Library expenses out from under the 4% cap restriction since we are elected officials. The number/total used for the single line item was \$70,000 and includes personnel and benefits, electricity and phones. No specific amount appears to have been included for Library maintenance although Joe felt this was covered under the Selectboard's line item for building maintenance. Stay tuned.

Maintenance Items and Committee Report

- **Roof:**
Granite State Plumbing and Heating recommend that we upgrade the electricity service in the building as we pursue an overall moisture mitigation program. We would need to go from 100 amp to 200 amp service. Alyson contacted John Allen, and he is writing a quote for this project.

We discovered that Melanson did not come clear the gutters this fall.

Regarding the gutter scoping project, Susan and Alyson are reviewing alternative sources of fund-raising (grants). Joe is talking to SWRPC about the potential for a 1-1 matching grant.

- **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 received a quote from Tim Patch at Pinnacle Window and Door for \$6400. In a follow up conversation, he suggested we consider painting the door (service life 10 – 15 years) rather than stain and seal (service life 4 – 8 years). The scope of work quoted is “Restore the exterior and interior side of the front door to include removal of door and re-install once completed. Replace all damaged moldings on the exterior to include moldings around the glass. Plywood opening once removed. Re-install door to ensure proper operation and weather seal.” Carol asked him to provide more detail regarding restoration. She pointed out that this company works to a historic preservation code so his quotes are not usually as detailed as one might anticipate. She also mentioned that Tim wanted to be sure we understood that any repaired molding might not be an exact match to the existing wood. Jude asked if it would be possible to have plywood on hinges such that the Library could remain open. Carol will follow up.
- The downstairs toilet has been repaired and is no longer shifting.
- Jesse Moore has been doing a fine job of front step and sidewalk shoveling.

Old Business

Grants and Facilities

See above. Nothing else new.

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

Pending till after budget season.

New Business

Carol reported that she had an email from iPage, aka FatCow, that they are merging with Network Solutions. She has no idea if this will impact us or not. She suggested that it would be a good idea to migrate to Gmail at some point before our FatCow annual plan renews. She will work with Alyson at some point in the new year to generate ideas on how to easily and cost effectively facilitate a change such that we can make a decision.

Potential Action/Agenda items for the next meeting, Thursday, January 15, 2026 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
 - a. Update on a CD for the ADA fund.
 - b. 2026 budget status update.
 - c. Discuss moving any funds to Fidelity as suggested by Three Bearings.
 - d. Report on “agents to expend etc.” and the wording for our capital reserve fund 2026 warrant article.
 - e. Discuss a separate account or tagged donation (in Quicken) within an existing bank account for roof/ventilation/moisture mitigation work so that we can track donations received for this purpose.
4. Maintenance/committee updates, including
 - Front door work quote and plans.
 - Furnace work.
5. Roof/ventilation/moisture mitigation update.
 - a. Mini Splits and utilization of the \$14,000 grant and its timeline.
6. Any grant updates.
7. Updates on the status of the contract for the Director, job description, and personnel manual.
8. Other old business.
9. Any new business.

The meeting adjourned at 6:46 PM on a motion made by Carol and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller