

Shedd - Porter Memorial Library Minutes
July 15, 2026 Meeting
Approved

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

Guest: Ann White (5:12 – 5:24)

The meeting was called to order at 5:12 pm. On a motion made by Jude and seconded by Susan, the minutes of June 18, 2026 were approved with a few minor corrections.

Ann returned to follow up on her offer to donate to the library a valuable mineral collection with the associated cabinet and lighting fixtures, as an educational resource for the community. She also said that she would also donate the scientific instruments that had been used for analyzing and studying these minerals. Kathy asked if it was a possibility to accept part of the donation. Ann felt that was reasonable. She also stated that there would be no stipulations on the donation. Ann said that the table that the cases are on is 51.5” long by 18.5” wide and 32” high. It also has three drawers, and the cases all lock. We thanked Ann for her offer as she departed.

We went on to discuss Ann’s offer. Alyson was concerned about space constraints; currently there is no place to store the collection. Susan said that even though the collection wasn’t specific to Alstead, it might be inspirational to those visiting the library and might lead to further discovery by a patron. Kathy suggested a rotating display that might better fit our space. Alyson indicated the cabinet would fit in the DVD room but there is no outlet for any lights (there is a ceiling fixture and window light). No one knew who would be responsible for moving the collection to the Library. Carol suggested asking if we could take the collection on loan for a period of time to see what type of interest it generated. Susan moved that we explore with Ann the possibility of a temporary loan of 6 months to see if the collection fits in with our space and mission. Carol seconded. The motion passed 4 – 1. Carol will follow up with Ann.

Children’s Happenings at the Library

- Summer Reading is underway and going really well! The Library has been very busy. Patrons of all ages are engaged, books are circulating, and we are attracting new patrons. It’s great!
- Nicole Telaar led the program on Wednesday (today), and it’s a delight to see community volunteers for Summer Reading! Thank you, Nicole! Kate Buckman is in the line-up for next week. Thank you, Kate!
- Storytime continues to be robust on Thursdays and is attracting new families.
- The Keene Chamber Orchestra Woodwind Quintet concert is Thursday. Alyson is working on tracking down the grant payment from the State Library for this event. It was most likely paid to the Town – Jude will look into this.
- Michael Hawkins has completed one of the bookcases for the children’s room - it’s beautiful! It will go a long way towards making more room for the picture books. He is working on one more book case for the Wonderbooks. Alyson plans to move the bookcase downstairs and reshuffle the picture books while the doors are being refinished.

Adult Happenings at the Library

- Civil Conversation and Crumb Together Cafe continue, as does the Page Turners book group. These three gatherings are wonderful community builders! The next book for Page Turners is *West with Giraffes*.

Administrative Happenings at the Library

- Alyson is working on revising the job description for a Library Assistant; her thought is to hire for this position in the fall.
- There was no Maintenance Committee meeting this month.
- We have a new cleaner - welcome Michelle! Special thanks go to Jude, for taking the trash, and Sharon Iozzo for cleaning during this interim period. Alyson said that she was told that the Town is no longer supplying toilet paper. Jude will follow-up.
- Thank you all for understanding the need to close during the extreme heat around the 4th of July. The dehumidifier downstairs is brilliant; however the building still becomes toasty on the main floor during summer heat.

- The quote from John Allen for the town to fix the electrical boxes in the front that were damaged by the mower is still pending.
- Carol brought up the issue of an unforeseen closings on school days. How would the buses know not to drop off children who often wait for parents and how would the parents be made aware? Susan said notifying Fall Mountain Transportation would be a start. We agreed that the Children's Safety Policy should be reviewed and possibly revised. Susan suggested that Alyson consult with our staff members that are also teachers.

Circulation

Circulation was good in June, and in fact, it was a robust 11% over the same time period last year. The percentages are below:

- NHDB: 32%
- Adult Collection: 23% (with NF being 28% of that total)
- Youth Collection: 31%
- DVDs: 3%
- Audio & Magazines: 1%
- ILL: 9% (65 in; 67 out)

Alyson vacation and sick time

11 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Discussion ensued. Susan received a partial report regarding financial data and status from the Town (payroll, benefits, other expenses); she is following up.

Carol reported on the status of other financial projects:

Complete:

- The Pitcher (Perachi) book fund does not appear to be restricted to books per information that Carol uncovered. It may be able to be used for other expenses. She found documentation to support that there was no restriction and shared this with Diane at Three Bearings who concurred and made the change.
- She reviewed RSAs regarding adequate controls over how checks are written and signed and shared the information with Susan and Alyson. Susan and Alyson agreed there were enough checks and balances in place at this time.
- She has reached out to Mark D. for follow up on changing the Whitton Endowment to determine if it is restricted to just books. Mark replied that the Whitton Endowment says books or any special projects at the trustee's discretion.
- Mark had previously inquired if we wanted to continue to take all the income from the Town trust funds as we have done in the past (the annual check received). Carol followed up on this, and Mark replied that he believes that it is entirely up to the trustees. We all concurred to keep the process as is.

Ongoing:

- She has researched the RSA and discussed the prudent man approach with Three Bearings. She has also reached out to Three Bearing and Mark D. re the rate of return of the SPML trust funds held by the town for comparison purposes as those funds are slightly higher in equities and also have real estate holdings all while also following the prudent man approach.
- As of April 30, 2026 (most recent MS – 9) there was ~ \$11,600 in the expendable interest portion of our book funds (that did include the Pitcher fund). Carol thinks that utilizing some of this annually might be a place to start to offset our budget. Susan suggested \$2000 for starters. Kathy moved that we expend \$2000 from the income from our trust funds this year and use it for our operational budget. Jude seconded. The motion passed. Carol will reach out to Three Bearings.
- She started a list of items the Trustees have paid for through their funds and/or grants to maintain or improve the library building and facilities over the last ~ 6 – 7 years. She has shared this list with Alyson and Susan for feedback. Susan and Alyson had updates which will be added to the list.

Maintenance Items and Committee Report

- **Roof:**

- Susan reported that Matt Beam sent out staff to look at the drains. They immediately went up on the roof and ran fiber optic cameras down the 2 vertical drains to the ground, and the other angled drains as far as possible. Nothing abnormal was found in the vertical drains nor was anything found in the angled drains as far as they could go. There is still no knowledge of where any drains exit the building. Matt's staff suggested we reach out to Roto Rooter to have them go through an opening to look for any obstructions. Susan thought we might wait till there is a future leak and then go up to the first attic to check for water. She also reported that the cost for this process was FAR less than that quoted by Granite State Plumbing and Heating.

Susan also reported that the roof hatch has to be replaced. She will reach out to Keith Hanatow in the hopes of having this done when the fall drain cleaning is done.

- **Other Maintenance Items**

- John Allen completed the upgrade to the electrical panel (100-amp to 200-amp service). We will see how the dehumidifier works to help with the upstairs temperature in case we need to consider a heat pump in the future. Susan reported that the dehumidifier is working well and keeping the humidity down.
- There is still no report regarding the furnace repair work for the door insulation.
- Front door work will commence Monday, August 17th at 8 AM. Matt and/or Alyson will be here to assist.

Old Business

Grants and Facilities

Nothing new to report.

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

Carol reported that the attorney she and Susan had worked with has left the law firm and we have a new point of contact.

Strategic Planning Update

Kathy mentioned that we need questions for meeting with a grant writer for fund raising. Kathy has the start of a list. She will share the list so that we can add to it. Alyson will facilitate setting up a meeting with the grant writer.

Operations and Management Chart

We agreed that this document was a good resource and should be kept in a webpage tab (reference and operations documents). We should also add the maintenance schedule to this folder as well.

MOU

We tabled the review of the existing MOU with the Selectboard till our next meeting.

New Business

Jude asked if we should discontinue the Wednesday morning needlecraft. We decided to leave things as is for now and to assess attendance over the next few months.

Potential Action/Agenda items for the next meeting, August 20, 2026 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's and Finance Committee reports.
 - a. Financial data and reports status from the Town – payroll, benefits, other expenses.
 - i. 2025 final
 - ii. 2026 Q1
 - b. Update on withdrawal of funds from the interest portion of our funds.
 - c. Three Bearings updated report status.
 - d. Trust fund asset allocation thoughts and Town Trusts rate of returns.

4. Update from the Selectboard Liaison.
 - a. Reports, TP, grant check.
5. Maintenance/committee updates, including:
 - a. Front door work update.
 - b. Furnace work.
 - c. Ongoing drain scoping and any necessary cleanout.
 - d. Status on a roof hatch replacement.
6. Review last year's MOU with the Town.
7. Any planning committee reports.
8. Any grant updates.
9. Children's Safety Policy revisions.
10. Other old business.
 - a. Mineral collection update.
11. Any new business.

The meeting adjourned at 7:38 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller