

**Shedd Porter Memorial Library Minutes**  
**October 19, 2023 Meeting**  
**Approved**

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

**Alternate:** Joe Levesque

**Guests:** None present

The meeting was called to order at 5:03 PM. On a motion made by Kathy and seconded by Karn, the minutes from the September 21<sup>st</sup> meeting were approved.

**Librarian's Report**

**September Income:**

- Non-Resident Fees: \$60
- Miscellaneous Fees and Donations: \$28.75
- Sally Wright Donation: \$500
- Michael Scott Taylor Donation: \$20
- Cathy Jahos Donation: \$25
- Langdon Community Club: \$125
- Orford Social Library: \$15
- Reed Family Foundation: \$5,000
- Anne Hess Donation: \$20
- Chamberlin Public Library: \$15

**Children's Happenings at the Library**

- Overall, Alyson is very happy with the new children's programming line-up. Crafternoons are going well, and so are the Storytimes! Storytime attendance is slowly growing, and she is grateful to Kathy for sharing her talents with us monthly!
- The Scarecrow Party is postponed until the 27<sup>th</sup> at 3:30. We are expecting a crowd! We have had to increase the number of scarecrows due to large numbers – we want everyone to have a chance to build a scarecrow. In addition, Caleb Lessard has kindly donated two of the ever-popular orange pandas (with WildKratts panda videos!) for a raffle. Alyson expects this to be very popular. Thank you to Caleb!
- Outreach to the schools continues. Alyson will help hand out candy on Halloween.

**Adult Happenings in the Library**

- The Needlecraft group is collaborating with the Walpole Library to provide knitted squares for blankets for Warm Up America. Thank you for setting this up, Carol!
- The Community Read – Page Turners Book group will be reading *Deacon King Kong* this coming month! Pick up your copy today – it's a great book! All are welcome to join in.

**Administration**

- Barbara Harper and Alyson had to reschedule the YouTube photoshoot – it's now Tuesday the 24<sup>th</sup>.
- Alyson and Carol have been working on the 2024 budget. More below.

**Circulation**

September was a great month - 1641 items circulated throughout the community. The percentages are below:

- NHDB: 31%
- Adult Collection: 20% (36% of this total is NF)
- Youth Collection: 35%
- DVDs: 3%
- Audio & Magazine: 1%
- ILL: 10% (81 in; 86 out)

**Alyson vacation and sick time:**

None used. 13 days remain.

**Treasurer's Report and Finances**

October income and expense reports, reflecting September, were received via email. Karn reported she had not paid the invoice from the Town for \$4969.36 for 2022 personnel expenses beyond our budget "allocation" discussed last month. She is discussing this with Mary and determined that most was payroll and there was a cost for postage reimbursement for the summer reading mail. She is trying to establish a paper trail to support future audits.

Karn reported that an Amex card is not feasible as many places do not accept them and there are fees associated. She did discover that some banks offer cards for municipalities. Karn does not want to open another checking account to support just a debit card. She will continue to pursue a credit card.

**Building and Maintenance****Bathroom and Hallway:**

Barry Bellows is aware that we will know in December whether we have received a grant from the Mascoma Foundation for the bathroom project. In the event that the full project is not funded we will be able to adjust the schedule as needed.

**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:**

Chris Morrill's crew began to scrape and paint the windows most in need of treatment, those on the north side of the Library, on the 18<sup>th</sup>. The remainder of the windows will be done as weather permits, probably in the spring.

The Maintenance Committee is anticipating that Paula Sagerman, historic preservation consultant working for the New Hampshire Preservation Alliance, will have some information on the condition of the windows, which may contribute to the possibility of repair by Andy Roeper.

**Gutters and Roof:**

Ongoing - we are still awaiting a report from Melanson on the work they performed on the roof. Knock on wood, there continues to be no leaking from the roof this summer. As previously reported, we are expecting an estimate to fix the corners with copper rather than rubber; Matt anticipates that this would be a warrant article for 2024. We do not have information about when Melanson's will be able to remove leaves from the gutters.

**Other Buildings and Maintenance Items:**

John Allan has ordered sockets for various existing and old fixtures.

The Chair Trolley as recommended by Susan will be ordered by Alyson, using the Library debit card. It will be picked up at Home Depot by Joel McCarty.

Alyson has confirmed with Mary that we are included on the Alstead septic pumping schedule. The Library tank is due to be pumped in 2025. The furnace cleaning is scheduled for November 30, 2023.

**Old Business****Grants and Facilities**

The Mascoma Bank Grant was submitted, and our fingers are crossed. We will hear in December. Kudos to Susan for the work and effort undertaken for submitting this grant!

Carol and Alyson are happy to report that SPML was awarded a technology grant for \$10,000 from the New Hampshire Charitable Foundation. This will allow us to purchase additional computers for both staff and patrons and to update some older equipment. We will also be able to add more electrical outlets on the main floor of the building.

### **Strategic Planning**

Kathy and Alyson have discussed the next stages of the strategic planning process. Kathy reported that the next phase is a vision statement and getting the community involved in this process. The conditions assessment report, once received, will play a role in this process. Kathy sees this process ongoing over the next few months.

### **New Business**

Carol and Alyson presented a working draft for 2024 expenses and the finances necessary to operate the Library. Carol went on to explain the current accounting that the Town uses for library costs and what these costs have been historically. She also mentioned that Mary had asked her to contact Primex for some of this information and that Primex was extremely helpful in rapidly providing what was needed. Discussion ensued regarding 2024 projected expenses and income and the cost to operate the library. We debated if the taxpayers or the Trustees should cover the director's health insurance. Carol made a motion to ask the Town to cover library employee payroll expenses (the Director and part time staff) of \$51,500 which includes FICA, unemployment compensation fees, and workman's compensation fees (and called payroll on the Town budget/expense report), to have the Trustees cover the director's health insurance, while the Town continues to maintain the customary expenses for the building and grounds. Kathy seconded. Carol will attend the appropriate selectboard meeting for budget presentation and planning.

### **Potential Action/Agenda items for the next meeting, Thursday, November 16, 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. Any grant updates including the building assessment project.
6. Strategic planning updates.
7. Technology grant updates including "card on file" alternatives.
8. Tote bag updates (tabled).
9. Liaison concept for Langdon (tabled).
10. Capital Improvement List – info as needed for the budget process
11. Budget process update.
12. Report about the regional NHLTA meeting regarding Friends' groups (Kathy, Susan).
13. Other old business.
14. Any new business.

The meeting adjourned at 7:10 PM on a motion made by Kathy and seconded by Carol; the motion passed unanimously.

*Respectfully submitted by Carol Reller*