

Shedd Porter Memorial Library Minutes
August 16, 2021 Meeting
Approved

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

Alternate: Joe Levesque

Guest: Ciaran Lavery

The meeting was called to order at 6:02 p.m. On a motion made by Susan and seconded by Kathy, the minutes from the July 15th meeting were approved.

Ciaran Lavery, a resident and architect, built a simple, 3D model of the library (mainly walls). He had some suggestions on where handicap parking could go along with an access ramp. He also suggested considering a change to one stairwell into an elevator. Ciaran thought there was room on the lower level for ADA bathrooms. Another alternative is a back entrance; this alternative would not require a ramp. Matt thought a granite add-on, containing both the elevator and ADA baths, which would not interfere with the main building except for a few windows, was another possibility. Alyson indicated that libraries typically staff each entrance to monitor doors and for checkout purposes. Kathy suggested a buzzer or chime at a locked handicap access would allow entry as needed rather than having a staffed entrance. Joe said a buzzer with a sensor to unlock the door might be an alternative. Karn mentioned that wheelchair access through the stacks might be difficult with the current layout; Ciaran indicated that 3 – 5' is optimal. Although both an addition and window work are in the thinking stage, Carol pointed out that we might want to have some sense of design work before we redo windows if access would take the place of a window. Matt also pointed out that the building is on the National Registry, which may limit our options.

Librarian's Report – July

Income:

- Donations: \$515
- Misc. Fees and Donations: \$10
- Cinnamon Bun Saturday: \$72
- Non-Resident Fees \$20
- Alyson said she received an email from the NH Charitable Foundation indicating that another \$5000 anonymous donation will be forthcoming shortly.

Children's Happenings at the Library

- Many thanks to the Alstead Area Masonic Association, and specifically Michael Rogers, for donating bicycles to our Summer Reading Program! What a generous addition to our summer line-up! They were our grand prizes, and won by Myles Bascom and Estrella Cannon.
- Summer Reading was fabulous fun this year! Attendance was similar to pre-COVID. Community donations of prizes, free books, and Janet & Phil Warren's horses and puppies made this year extra special. We loved being back together! Alyson reported that she feels that one reason things went as well as they did was because we were staffed for both program support and patron support so that anyone present could be helped as needed.
- We are looking forward to "Back to School", a return to Storytime with Kat and Team Read. There is some thought of adding more crafts to the program as people seemed to really like this along with the "take and make" crafts.

Adult and Administrative Happenings at the Library

- Civil Conversation and Cinnamon Bun Saturday are back in the library! The Coloring Group also met twice in the library. It was great to see some adults join the kids in making Kindness Rocks (part of the summer reading program).

- Alyson applied for a SHARP grant, which is a competitive ARPA funds grant that is administered through NH Humanities. We will hear in mid-September - the grant could be as much as \$5000. Alyson requested funds for staffing for both future programs and potential expansion of our social media presence.
- Alyson is busy with grant reporting, not only for our larger ARPA grant, but also for our Art on the Lawn Grant and our CLiF Summer Readers grant.
- We did have a marriage at the library - the couple that inquired about getting married in 2022 arrived on August 4th. All went well and we wish them the best.
- Carol and Alyson met with Greg Charland regarding his technology upgrade proposal. The hardware proposal seems reasonable, but we still have some questions about help desk support and cost. Carol reached out to Nick Sintros regarding whom SAU 60 uses. Nick said they buy from either PC Connection or CDW; Nick gave us contact info. Alyson also obtained a list of people that other libraries use but it was unclear if these people were strictly IT or if they also supplied/sold hardware. Alyson pointed out that we need someone who is able to remote in when help is required; she mentioned Spaulding Hill who Jaffrey uses. We agreed that Carol should reach out to Spaulding Hill, CDW and PC Connection while Alyson is on vacation.
- Two librarians from Baker Free Library in Bow came to visit and tour the building. Baker Free wants to restore its older building, built by the same architects as Shedd-Porter.
- So far, the new mask policy (masks are welcome and personal choice) is working. There was discussion as to any necessary change to this policy. Joe said that currently the schools are not yet requiring masks but that this could change. Alyson indicated Cheshire County is at the “substantial” level per the CDC. Carol made a motion, seconded by Susan, that we give Alyson the authority to make any changes to mask requirements, as she feels necessary in light of the dynamics of the virus numbers.

Circulation

Circulation remained good in July. Our number of patrons using Libby continues to rise (in July we had 64 unique users - a high for us). The usage percentages are as follows:

- NHDB: 29%
- Adult Collection: 27%
- Youth Collection: 32%
- DVDs: 5%
- Audio & Magazines: 1%
- ILL: 7% (64 in, 31 out)

Alyson vacation and sick time:

Alyson used one vacation day. Gaale and Kat will cover the library during the week of August 18-22 (Wednesday to Sunday), while Alyson is on vacation. After these travels, she will have used 1 week of PTO with no sick time used.

Treasurer’s Report

May and June reports were emailed prior to the meeting. There were no questions or comments. July reports had not been received from Three Bearings so the Treasurer could not generate reports.

Karn indicated she has been very frustrated by the audit process. She finally got confirmation that the auditors received material that had been sent. We are still awaiting the final report.

Old Business

- **Painting and plaster repair and grants:**
 - Joe submitted the final report for the Moose Plate grant, and the Town received the funds.
 - Joe stated that he was told the County is planning on purchasing one AED for each town and that it is covered by ARPA funds. Now that he knows they are eligible for purchase via ARPA, he will pursue this further.

- **Roof**

- Notes for the record based on emails occurring after the July 15th 2021 Trustees meeting. It should be noted that there are photos and videos attached to these emails.
 - While departing from the July 15th Trustees meeting, signs of moisture in the front stairway were discovered. Alyson contacted Mike Given of Given Masonry and he was able to come to the Library the next day. Susan went with him up on the roof and here is what he found:

There was about 3-4 inches of standing water in the gutters in the front of the building, above the front door. Mike pulled out the drain covers, which were completely clogged up, some to the point of having plants starting to grow out the top. Once he pulled out the "plugs" the water in the gutters drained out. Gutters on other sides were also plugged up, but not as much as the two in the front of the building. (Standing water was not as deep.) The gutters in the front had thick algae growth in them. Other gutters had some growth. Gutters will need to be cleaned. Since the gutters can now drain (without the plugged covers) we should be able to weather the rain in the next week.

Mike found holes in places in the roofing around the gutters, pencil point size to pencil eraser size and at least one long gap. Notable was a pencil-eraser size hole above the staircase where we saw the problem last night. Temperature changes will cause friction (copper heating up faster than stone) and some rubbing. These holes need to be patched with Geocel. The roof had been coated with Geocel by Given Masonry when they did the roof and masonry repairs.

Mike also found evidence of bubbling in the Geocel, some of which will need to be at least covered, if not cut and patched.

Mike saw some additional damage to the cupola roof.

The "stink pipe" (from the bathroom) should really have a cap on it, so that odor/gasses can escape but rain can't just pour down.

Mike will prepare two estimates. Estimate #1 will cover immediate (before Labor Day) necessary cleaning of the gutters and patching of holes and gaps. Estimate #2 will cover the recommendation of having the entire roof receive a coating of Geocel in 2022. He will send these estimates to Alyson.

Mike strongly recommends that we include Gutter Cleaning as an annual expense and task.

One empty water bottle was found in a gutter and one whiffle ball was found on the roof. Annual cleaning would ensure that such nuisances would be removed. Fortunately, no shoes were found this year.

- Mike prepared a two-phase quote based on the above-described findings. Phase one was to make immediate, emergency repairs while phase two involved work that could be performed at a later time. Carol and Matt met with the Select Board who gave the go ahead for the immediate work to start. The phase two work would likely necessitate a warrant article for funding.
- Upon commencing work, further issues were noted. Mike and the crew from Given Masonry had cleared out five sheet rock buckets of gunk from the gutters, and a sixth one on Thursday, and then washed down the gutters with a cleaning solution. Six buckets of

gunk!

Once the gutters were cleaned they discovered, by stepping on the dry rubber membrane in the gutter, that on the front side of the Library (book drop side) water would squirt out of tiny holes in the membrane. This membrane will need to be replaced, and then coated with Geocel along with the remaining areas that need patching. This membrane replacement will add \$2500 to the estimate of \$12,000 for the repair cost.

Matt and Susan had a chance to again express to Mike that they understood his desire to retire, were very glad that he had not yet quite retired, and to ask him to help us devise a plan moving into the future. He is clear that particular expertise is required, and he will give this topic considerable thought. As to his best guess as to how long Geocel lasts he shrugged his shoulders and shook his head and said that the best thing to plan on was an annual survey of the roof.

- At our 8/16 meeting, it was noted that Mike finished the roof work prior to the major rainfall at the end of July, applying a third coat of Geocel. He will be back in the fall to clean gutters and inspect the roof. There was discussion as to who could be trained or take this over. Matt stressed that he would like an employee of Mike's who was familiar with the process to be hired for this future work rather than adding to the workload of the Highway Department.
- **Window Project**
 - Andy Roeper was in Alstead on August 12th and the five Trustees and Alyson were able to meet with him. We discussed a number of things including any need for architectural storm windows, if the windows were all original, various approaches to take to preserve them for the future etc., and what the process would be to repair windows in terms of removal to do the work. We all felt as if we learned much from this meeting. Andy will work on a proposal and get back to us.
- **Other:**
 - From previous months and still pending: *Karn did discuss a credit card with Charlotte. There is some concern on the part of the auditors with the number of departments using the Town's tax ID#. Karn explained to Charlotte that we do not need her to be doing any level of bookkeeping for us as she does with the other departments on the account. Karn also indicated that that Charlotte would prefer we use a debit card; we all agreed that this was not wise nor what we wanted to do. Karn is going to ask the auditors about a possible approach.*
 - Karn indicated that she does not feel the auditors will be of any help with this. She will pursue how a Library can obtain a credit card directly. We would need to use the Town's tax ID #. Carol suggested reaching out to either Kathleen Dustin or Mark Danahy, both residents who work in local bank management.
 - Alyson's employment agreement still requires Trustee signatures (2).
 - Also still pending - *Carol will meet with Alyson to help with revising the job description and monthly task list. Once the job description is complete, then we will discuss an annual review for the Director, including frequency, time of year, and who will conduct the review. Alyson and Carol are also planning on discussing how we use social media. This is on hold till after summer reading and Alyson's vacation.*
 - Carol did start trying to consolidate some of the existing work.
 - Susan talked with Charlotte so that the Selectboard is aware of adding Alyson to the Town insurance plan. Open enrollment will be in October and the rates are not yet available although the percentages are set regarding Town and Employee portions. We asked Joe to notify us when the numbers and options become available.

New Business:

- Carol questioned any need for keeping track of or making sure various maintenance items happen. For instance, does the furnace get checked periodically? Are there any filters that need to be checked or drains that need upkeep? Do we all need a tour of the infrastructure? Are there any records of this work being done? Alyson stated that the septic was recently pumped per Charlotte. Karn thought there was a list of Town obligations and Library obligations. Carol and Karn will look for a list of these items and may contact Gaale as needed.
- Joe mentioned the USDA has a fair amount of grant funds available. Pursuit of ADA compliance is a contingency. They do currently pay 38% of a project cost.

Potential Action/Agenda items for the next meeting, Thursday, September 16, 2021 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report – July and August.
4. Any grant updates.
5. Window project status.
6. Job descriptions and Library Director task list.
7. Credit card to replace the debit card.
8. Update on purchasing new computers and IT service.
9. Maintenance lists and requirements and a potential tour.
10. Any new business.

The meeting adjourned at 8:08 PM on a motion made by Karn and seconded by Matt; the motion passed unanimously.

Respectfully submitted by Carol Reller