

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

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

Alternate: not present

Guests: Joel McCarty, Alstead Selectboard (till 6:05); Jessi Dussault

The meeting was called to order at 5:01 pm. On a motion made by Kathy and seconded by Jude, the minutes of December 18, 2025 were approved.

Selectman Joel McCarty joined us to tell us about plans the Selectboard (SB) has regarding budget, finances etc. He explained how the Town is trying to align accounts (budget line items) with State recommendations for financial affairs. The SB is looking at hiring an outside firm to handle accounting software and managed financial services for Town funds - there is a proposed warrant article to fund this, and any change would occur in 2027.

There was much discussion and less specifics on what all the SB was trying to accomplish as it seemed it went beyond strictly the accounting process described above. One of the concerns was that the SB had lumped all Library expenses into one line item in the budget when we had strived for many years to break things out for transparency and good operating practices. Carol asked if the SB could substantiate how they determined the number the SB used for the Library budget line item; Joel did not elaborate. Joel will request Gordon provide us with reporting info and how the Library line item was derived for the 2026 budget. Carol pointed out that budgeting RSAs do allow subaccounts and that the relationship between the Town and the Library could be subject to change every year with any changes to the Selectboard composition.

Kathy asked how the Trustees were to determine actual expenses when we do not get routine input from the Town regarding expenses. Susan pointed out that it has been difficult to get reports and feedback from the Town specific payroll and expenses.

Carol asked if the Library Trustees would need to work with Langdon re any financial support; Joel indicated that was still to be determined and he also stated that Gordon will be meeting with Langdon soon.

Jude commented that it seemed as if the Town was attempting to divorce us. Carol asked if we would still have an MOU; Joel felt that we would still have some level of agreement since the Town technically owns the building. Joel explained that part of what was driving the move to one line item in the budget was to prevent changes to specific line-item portions of our budget and to make the Library more sovereign. Joel feels it will probably take most of 2026 to work out details on how any changes to administer our budget and expenses occurs.

Jessi pointed out that, from her personal (not with the Town) experience using QuickBooks, she is able to track different departments and their individual expenses. She also expressed that processing payroll and bookkeeping were two separate functions. Carol suggested that rather than confuse the issues, it might be wise or should be considered that the Town change software one year and worry about self-sufficiency of the Library at a later date.

Once Joel departed, no specific plan was discussed regarding how the Trustees would proceed.

Children's Happenings in the Library

- The Gingerbread Party was wonderful – again! Thank you to everyone who created houses, worked at the event, and to Kathy Torrey who attended and started our afternoon!
- Outreach in the schools is up and running, and programming continues at SPML.
- Jen Aiken will soon meet with Alyson to begin planning our second CLiF author event at the schools. This is part of the CLiF Rural Libraries grant.

Adult Happenings in the Library

- We are collaborating with the Historical Society on a NH Humanities-To-Go talk. The evening talk will be on February 26th at 7pm and is titled The Connecticut: New England's Great River. The Historical Society chose the program and applied for the grant (listing SPML as the local collaborator). We are offering our support through promotions.
- The Page Turners are looking forward to another great discussion on February 12th. This time we are reading *Winter Garden* by Kristin Hannah.
- Crumb Together Cafe will be back on January 31st, and Civil Conversation will be hosted this Saturday.

Administrative Happenings in the Library

- Chris Morrill came in and said he would be doing the window painting this spring.
- Alyson has a rough draft completed of the Town Report - what a busy year we had! She will send everyone an electronic copy.
- Alyson is working with Susan on a grant application to the Putnam Foundation for funding for some of the drain scoping project.
- Interesting facts from Libby: SPML total checkouts in 2025 were 4,997 (128 unique users). Acworth's total circulation with Libby was 1,764 (39 unique users). By working to have Acworth Silsby adopt Libby, we saw a circulation and unique user decrease, but cost savings for sure.
- The title with the highest circulation from SPML was *Horse* by Geraldine Brooks. Second place for adult checkouts was *The Frozen River* by Ariel Lawhon. The top two children's book checkouts were *Paw Patrol : 101 first words* (2nd overall) and *Pinkalicious : Kittens! Kittens! Kittens!* By Victoria Kann. Top Adult Non-Fiction was *A walk in the park* by Kevin Fedarko.

Circulation

1243 items circulated throughout the community in December. The percentages are below:

- Libby: 35%
- Adult Collection: 20%; (27% of total is NF)
- Youth Collection: 27%
- DVDs: 4%
- Audio, Magazines, and Wonderbooks: 2%
- ILL: 12% (80 in, 78 out)

Alyson vacation and sick time

Alyson will use three of the days held over from 2025 in February, leaving one 2025 day remaining. No 2026 days used.

Treasurer's and Accounting/Finance Committee Reports

Reports could not be emailed as the bank statements had yet to be received.

Susan and Carol brought our approved minutes from November to the bank, and the ADA funds have been moved to a CD.

Last month, we discussed using a separate account or tagged donations (in Quicken) within an existing bank account for roof/ventilation/moisture mitigation work so that we can track donations received for this purpose. Susan, who was not at last month's meeting, said tagging would work for tracking purposes.

Last month it was reported that 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. Tonight, a motion was made by Susan to transfer \$25,000 from our checking account to our Three Bearings account. Carol seconded the motion. The motion passed. Susan will reach out to Three Bearings to make this happen.

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

Carol noted that the latest draft version of the Town warrant articles now included wording to make the Trustees the agents to expend, as requested.

Susan reported that she has attempted more than once to obtain a report from the Town regarding 2025 on Library payroll and Librarian health care (the 87% figure, not the 13% figure) and that Carol had requested a printout of expenses for the library in 2024 and 2025 for things like fuel, electricity, Melanson etc.

Carol asked who the spokesperson for the Trustees would be, if needed, at the deliberative session on February 7. Carol pointed out that anyone with a copy of the operating budget should be able to address questions. No specific decision was reached.

Maintenance Items and Committee Report

- **Roof:**
John Allen is working on a quote for us to increase the amperage in the building from 100 to 200 watts. Alyson has called to follow up.

Susan emailed Granite State Plumbing and Heating to inquire about the quote for the HVAC/moisture management upgrades.

We discussed the need to create a fundraising “Case Statement” for the moisture management project, at the recommendation of Martha Cummings from the NH Preservation Alliance. We discussed the need to develop a fundraising committee, involving people from the town. Susan suggested we all brainstorm names of potential committee members to discuss next time. She explained that people on this type of committee are typically those with experience fundraising or those with funds they are willing to share/donate as well as patrons.

- **Air Handler (formerly known as 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. See above re electric and air handling quotes.
- **Other Maintenance Items**
 - Front door – *Pending from last month – waiting on response from the contractor.* 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.

We went on tonight to discuss other options for the doors. Matt brought up making new doors to replace the existing ones. Carol again brought up painting. Susan commented that we need to work with the NHPA to assure all plans fit with any historic restrictions. We also discussed looking for other types of doors, such as glass. Jude asked Matt to price what he was suggesting.

- Joe reported at the maintenance committee meeting that Irving has not yet returned to replace the insulation on the boiler door.

- Jesse Moore went to Aubuchon's for us and purchased more safe-step. He's ordered two additional bags. He also purchased a good shovel for us.

Old Business

Grants and Facilities

Jude reported that SWRPC stated that the grant monies available now were pertinent to 501©3 organizations.

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

Carol and Susan followed up on a number of suggested changes. The latest update was emailed to all, earlier this week. All concurred that this was ready to go to the attorney for review, discussion and input. Susan and Carol will also include the contract for the Director for review by the attorney.

New Business

Susan reported that she, Alyson, and Carol revised the history portion of the Library webpage.

Carol checked on potential options for Gmail to replace FatCow. This is not cost effective as we are not a nonprofit.

Potential Action/Agenda items for the next meeting, Thursday, February 19, 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. 2026 budget status update, reports from the Town, Deliberative session post mortem.
 - b. Discuss status of moving any funds to Fidelity as suggested by Three Bearings.
 - c. Any additional input/plans from the Town?
4. Maintenance/committee updates, including
 - a. Front door work quote and plans.
 - i. Input from Matt on his ideas and potential costs.
 - b. Furnace work.
 - c. Roof/ventilation/moisture mitigation update.
 - i. Quotes and details status.
 - ii. Air handling and utilization of the \$14,000 grant and its timeline.
5. Potential fundraising committee thoughts and ideas.
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 7:17 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller