

Shedd Porter Memorial Library Minutes
April 20, 2023 Meeting
Approved

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

Alternate: Joe Levesque (till 5:25), Jeff Smull

Guests: None present

The meeting was called to order at 5:05 PM. On a motion made by Kathy and seconded by Karn, the minutes from the March 16th meetings, public and nonpublic, were approved.

Librarian's Report

Income

- Miscellaneous Fees & Donations: \$7.30
- Bost Donation for Esther Luther: \$25
- Cunniff Donation for Esther Luther: \$100
- CLiF reimbursement (Revive your Literacy Grant): \$177.35
- Woodfield Press Donation: \$275.66
- Trust Funds (from Bruce Bellows, Trustee): \$3,546.73
- Non-Resident Fees: \$20
- Book sales to other libraries: \$7.50

Children's Happenings in the Library

- The 1st Harry Potter CLiF event was last week, and it was lots of fun! The 11 children were thrilled to receive their very own copy of *Cursed Child*, wands were made, and everyone is excited about the next gathering in May.
- Next week is vacation week, so we will be doing two Storytimes – one on Wednesday, the other Friday.
- As the weather has gotten warmer, the behavior at Storytime has gotten wilder. As a group, we will review our “Children’s Room Manners” together on Friday. Alyson has proposed and shared with us a set of Storytime rules for this purpose.
- The Summer Reading schedule & flyer are almost done! Alyson will be talking to the Post Office about an EDDM (Every Door Direct Mail) mailing, which may prove to be the least expensive way to send it. If it is, Alyson will work with Staples to print the flyer.

Adult Happenings in the Library

- Adult Programming continues! The Page Turners book discussion of *Small Things Like These* by Claire Keegan is next week and all are welcome!
- Chase’s Mill’s first meeting of the Extraordinary Women Book Club was last week; they will transition over to the Mill for their meetings as Spring continues, but anyone is welcome to join in.

Administration

- SPML is delighted to welcome Sharon Iozzo (of Town Offices fame) to be our new substitute!
- Thank you, Kathy, for your continued efforts on the Strategic Planning Survey! We have many responses, and the next steps are to compile the data.

Circulation

Every category was good, but children’s circulation was great in March! 1678 items went out into the community. The percentages are below:

- NHDB: 25%
- Adult Collection: 18% (with 36% of checkouts Adult Non-Fiction)

- Youth Collection: 41%
- DVDs: 4%
- Audio & Magazine: 1%
- Inter-Library Loan: 9% (62 in; 89 out)

Alyson Vacation and Sick Time

Alyson has 17 days remaining after Tuesday.

Treasurer's Report and Finances

March and April income and expense reports, reflecting February and March, were not yet available.

The open invoice with the Town regarding cleaning fees was again discussed. Karn has repeatedly asked that this item be backed out of our allotment and again explained that she does not do payroll, nor do we hire Town employees. Karn will work with Alyson to establish what our overage was from our allotment for 2021 and then issue a check to the Town for that amount and to close this invoice. Susan suggested that the cleaning issue be considered moot and that this is an accounting issue. Matt reported that Mary indicated the invoice could be adjusted.

Building and Maintenance

Bathroom and Hallway:

Susan has reached out to Barry and Ciaran. Barry promises a quote by the end of May.

Front Door:

A full fix to recurring problems is still pending.

Windows:

Again, nothing new to report.

Gutters and Roof:

Matt contacted Keith Hanatow. Matt asked him to try and determine what the issue was, if any, on the opposite corner to where the work was done a few years ago and to please document this.

Other Buildings and Maintenance Items:

The Maintenance Committee met and discussed maintenance, routine and periodic, along with larger, capital projects. Discussion ensued on what the RSA for libraries requires. Carol gave an example of Walpole's Library budget and the numerous specific line items in it, one of which is maintenance.

Carol had emailed a draft of a modified agreement to pursue with the Town regarding maintenance. This was an update of an informal agreement between the Selectboard and Trustees from many years ago, which was possibly never signed. Discussion ensued. Kathy pointed out that how to handle big ticket items needs much thought and Karn indicated we should be pursuing multiple quotes for projects. Susan pointed out we may need to include a statement regarding use of our grants and donations to fund larger projects or improvements. Carol stated that capital projects should probably be spelled out as a joint effort between the Selectboard and the Trustees as well as being included in the Town's CIP. Kathy pointed out that there are procedures for when we need to use public monies. Carol offered to get together with Kathy to revise the draft Carol had written; Susan suggested Jeff be involved based on his history and experience with the board. Carol suggested that the subcommittee brainstorm a high-level list of how to determine total library operating costs. Carol will work with Jeff and Kathy to schedule a meeting.

Old Business

Grants and Facilities

Karn had previously emailed that Mascoma Bank has a grant program. The grants range from \$5000 to \$50,000 and are awarded quarterly. Kathy is following up on this.

Kathy has submitted the grant to the NH Preservation Alliance for consideration.

Other Old Business

- Alyson and Carol are still pursuing artwork for a tote bag.
- Susan reported that the warrant article regarding the ability of the Trustees to accept unanticipated funds was passed at the Town meeting by a vote of 316 in favor and 75 no. She asked that we update the donations policy to reflect this. Carol has an action item to do this.
- Kathy and Alyson are still collecting strategic plan questionnaires.
- Library representation and funding for Langdon was once again discussed. Susan made a point that we should finalize our agreement with the Selectboard first, so we had detailed information about town support to discuss with Langdon if needed. The Shedd will was reviewed, and we concurred that the will references the Library Trustees of the Town of Alstead and did not mention Langdon in this regard.

New Business

Kathy will attend the NHLTA conference in May.

Potential Action/Agenda items for the next meeting, Thursday, May 18, 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.
6. Strategic planning updates.
7. Tote bag
8. Other old business.
9. Any new business.

The meeting adjourned at 7:15 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller