

Shedd Porter Memorial Library Minutes
March 21, 2024 Meeting
Approved

Present: Matthew Saxton, Susan Norlander, Alyson Montgomery, Kathy Torrey
Alternate: Joe Levesque, elevated to full membership for this meeting.

The meeting was called to order at 5:01 pm. On a motion made by Kathy and seconded by Joe, the minutes of February 22, were approved with a minor spelling correction.

Librarian's Report
February Income

- Non-Resident Fees: \$20
- Michael Scott Taylor Donation: \$40
- Woodfield Press Donation: \$470
- American Endowment Fund: \$2,000
- Marcia French Donation: \$1,000
- Miscellaneous Fees and Donations: \$28.33

Children's Happenings at the Library

- Summer Reading planning is in full swing! The schedule is coming together, and Alyson has submitted our grant application for a CLiF Summer Readers presentation and book giveaway. Alyson has ordered CSLP (Collaborative Summer Learning Program) themed materials. CSLP is a national program – and the theme this year is Adventure Begins at your Library!
- We are hosting our third Tri-Town Baseball signups – which is often a great first introduction to the library for families with elementary-aged kids.
- Crafternoons attendance has been great this month! Storytime has been slow, most likely due to weather and a few schedule changes amongst attendees. Outreach to the schools continues.

Adult Happenings

The Needlecraft group continues, and on March 28th, the Page Turners in-person group will meet to discuss Bill Bryson's *One Summer*. Copies are available at the circ desk if you want to join us!

Administration

Welcome back to Jessi Dussault and welcome Jodie Brown as our new substitutes, joining Sharon Iozzo! Jodie has been very helpful in joining the Crafternoon staff, and we wish to change her status from volunteer to assistant for this work, paying her. In recognition of the high value that these substitutes and assistants represent in Library programming and service, Alyson proposed a pay rate increase for them. The total impact would be about \$1000 per year. We are cultivating staff devoted to the future. Joe moved to approve the pay increase and Kathy seconded. Approval was unanimous.

Circulation

1500 items circulated in February. A good month. The percentages are below:

- NHDB: 33%
- Adult Collection: 17% (39% of the total is Non-Fiction)
- Youth Collection: 39%
- DVDs: 3%
- Audio & Magazines: 1%
- ILL: 8% (57 in; 62 out)

Alyson vacation and sick time

None used, and she has 15 days remaining.

Treasurer's Report and Finances

The Trustees received a letter from Karn McShane dated March 21, 2024, resigning from the Board of Trustees “effective immediately.” The Trustees and Librarian feel sadness about this situation.

The Trustees discussed the protocol to be followed. The Select Board, Town Treasurer and Auditor will be informed immediately. The materials returned will be reviewed by Carol and Susan next week; they will then propose further action. A new Trustee will be appointed.

Joe spoke to the fact that Jude Willis would be very interested in being appointed a Library Trustee. Susan moved that Jude Willis be appointed by the Select Board to fill the open position; Kathy seconded. Susan moved that Joe Levesque and Jeff Smull be appointed as Alternates; Kathy seconded. Approval was unanimous. Susan will send these requests to the Select Board for their action.

No reports for February were available.

Maintenance Committee Report

Susan has contacted Barry Bellows to inquire whether he can install the lock on the downstairs bathroom door. Barry has agreed to purchase and install the bathroom lock and will work on the front door.

Prescott Trafton and Dom Saladyga of the Alstead Highway Department welded the front railing back into place. Many thanks!

The railing baluster on one of the inside staircases to the children’s room is loose.

Susan recommended acquiring a chair rack for the more modern chairs. Kathy measured and ensured that it will fit the chairs. We will now be purchasing one additional chair rack for the antique chairs, and one for their modern counterparts. (This project will be dependent on obtaining a new debit or credit card, which is delayed due to the changing of treasurer personnel.)

Alyson is contacting Misty to remind Jesse Moore that the items we would like to have taken to the Transfer Station are in the room outside the downstairs bathroom.

John Allen has completed the sockets project for the antique lights downstairs as well as the upstairs bathroom. Thank you, John!

Thank you to Lindsey Elsesser and Jodie Brown for organizing and arranging the downstairs storage room. It looks fantastic!

Accounting Committee Report

Alyson, Susan and Carol have met as a committee to review accounting processes. This working group is proceeding deliberately and slowly to define how financial processes and reports can best clarify all financial operations of the Library. The starting point is to implement a “Bills to be Paid” document, through which the Librarian reports the invoices she has approved for payment and also the category on the budget to which these apply. This will provide the consistency of a Chart of Accounts in accounting practices. “Bills to be Paid” would be delivered to every Trustee before the monthly meeting. It is likely that in the future by the time the

document reaches the Trustees some or all bills may have been paid. Alyson distributed her current “Bills to be Paid” list to the Trustees. The Committee has been referring to the bookkeeping model used by the Walpole Library. The Committee is not ready to outline or recommend additional steps being considered. However, our mission includes these principles: compassion, efficiency, timely and consistent reporting, eventual elimination of Librarian's spreadsheets, and monitoring town budget reports for payroll numbers and utilities to help maintain a rounded picture of operational costs.

Trustees very much liked the Bills to be Paid process. Trustees offered some strategies and discussion, which the committee will take to their next meeting.

Alyson will ask Misty if a Shedd-Porter credit card could be set up. She will work to develop a system to process payments.

Old Business

2024 Budget

At the Alstead Town voting on March 12, 2024, the Alstead Town Budget passed. Article 18, Library Roof Repair, passed on a vote of 347 to 60: The article read *“To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of repairing the library roof, with \$30,000 of said funds to come from the Library Capital Reserve Fund previously established in 2010. This article is recommended by the Select Board (3-0) (Majority vote required.) (Tax impact: 0 cents per 1000)”*.

Article 20, a composite article titled Add to Capital Reserve Fund, covering eight separate CRFs, passed 233 to 171. The amount added to the Library Capital Reserve Fund is \$20,000.

Matt offered to contact Melanson's to initiate plans for the roof repair.

Grants and Facilities

The conditions assessments separately completed by Paula Sagerman and Ciaran Lavery are finished, and are now being combined by Paula. This will be presented to the Preservation Alliance.

Joe reports that a grant from USDA will give us 55 cents on the dollar to repair the plaster and paint below the roof repair that needs to be done. He will be exploring this further for implementation once the roof repair is complete.

Strategic Planning

Kathy handed out the Strategic Planning Goals (copied below) and asked for comments. Susan suggested that one way we might help with the process would be to help identify the local support for contractors, committee members, etc. for the categories of Building, Fund-Raising, Technology in particular. Trustees were asked to review the document, offer suggestions for names, and to give any suggestions for timeline prioritization.

Technology Grant

Alyson is about to replace computers that have been corrupted. She will also install an app that will prevent a particular open-source site that children use for games. Alyson is looking into the cost of purchasing QuickBooks.

Liaison concept for Langdon

We are hopeful that discussions in Langdon may increase the dollar amount that Langdon will send to the Shedd-Porter Library. We have been told that, according to the Langdon Select Board, there is interest in representation on the SPML Board. Research is being conducted in house to determine RSAs involved with either full representation or as alternates. We welcome attendance of Langdon residents at any meeting.

Elections of Officers

Because of a resignation and the absence of another Trustee, officer elections are being postponed until the April meeting.

New Business

Three Bearings Update – We have been asked to update contact information for 2024 Trustees.

Library Food Shelf/Access Programs.

Renee Burkley has spoken with Matt and Joe about an advocacy program for children and food. No specific details were provided, but we will be alert to possibilities.

Potential Action/Agenda items for the next meeting, Thursday, April 18, 2024 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's transition and any financial reports.
4. Maintenance/committee updates.
5. Any grant updates including the building assessment project.
6. Strategic planning updates including detailing the goals generated with specific action items.
7. Technology grant updates
8. Liaison concept for Langdon and their annual stipend.
9. Election of 2024 officers and bylaw compliance.
10. Selectboard appointments of new Trustee and alternates – status.
11. Accounting procedures committee update.
12. Other old business.
13. Any new business.

The meeting adjourned at 7:11 pm on a motion made by Kathy and seconded by Joe; the motion passed unanimously.

Respectfully submitted by Susan Norlander

SHEDD-PORTER MEMORIAL LIBRARY
Strategic Planning Goals
DRAFT

In each goal, we hope to engage local support for projects (i.e. contractors, committee members).

BUILDING

To complete existing projects such as the Restroom Renovation and the window painting.
Study:

To complete the existing conditions assessment through the NH Preservation Alliance.

To begin a feasibility study of ADA accessibility.

To complete a feasibility study for the roof.

Improve storage capacity in the lower floor of the library. Achieve greater storage efficiency through rearranging, new shelving, etc.

Continue to evaluate the buildings various systems (plumbing, heating, electric) for maintenance and repair.

FUND-RAISING

To increase our capacity for major funding, in preparation of future capital campaigns.

TECHNOLOGY

To continue to help create and support a digitally literate community.

Continue to teach patrons about the use of Libby, our fastest growing collection.

Explore different ways to educate our patrons on the use of technology.

In all digital collections, we want to support digital equity.

To monitor the technology in the library (computers, library social media, and the library website) making sure it is up-to-date and relevant.

COLLECTIONS

To continue to curate and maintain a print collection that is relevant to our community.

To explore digital options for our patrons such as Kanopy, Hoopla, or Ancestry.com.

Evaluate whether these types of services are appropriate for our community, budget, etc.

To explore and review the archival materials owned by the library. Determinations can be made about their disposition, as well as future housing.

To explore whether a return to digital database offerings are necessary, or indeed, possible given the budgetary constraints.

STAFFING

To increase accessibility to the building and library services by increasing the hours the library is open.