

**Shedd Porter Memorial Library Minutes**  
**February 17, 2022 Meeting**  
**Held via Zoom**  
**Accepted**

**Present:** Carol Reller, Alyson Montgomery, Susan Norlander, Matt Saxton, Karn McShane (6:24)

**Alternate:** Joe Levesque

The meeting was called to order at 6:05 p.m. On a motion made by Susan and seconded by Joe, the minutes from the January 20<sup>th</sup> meeting were approved.

**Librarian's Report – January**

**Income**

- Jordan Cannon book replacement: \$10
- Non-Resident Fees: \$60
- Luther-Houghton donation: \$60
- Luther donation: \$30
- Miscellaneous Fees & Donations: \$30.75

**Adult Happenings at the Library**

- The SPML Page Turners has turned into a fabulous and fun Book Fan Club. The group now has 40 members, and had already exceeded our first group goal of “100 hours of reading in February”. We have “shelves” for recommendations. We are going to branch into a Facebook “live” book discussion too!
- Chase’s Mill has approached the Library regarding their Summer Lecture series, “All About Water.” They have a grant for this program, but wondered if we would co-sponsor the program and if we would do some promotion - online, via social media, etc. Alyson thought this was a great idea, particularly supporting the efforts of other local nonprofits, particularly when it is an educational program. We all agreed that we could support this effort.
- Mary and Dick Holmes have gifted the library with a beautiful 2016 iMac. Nick Sintros has wiped it clean, and it is ready for use. Alyson suggested it be put to use for patron or staff/trustees, possibly in the youth room. We asked that Alyson keep us posted on her decision.
- Alyson has been chosen for Jury Duty in March. She has alerted Gaale to the fact that we may need to make schedule adjustments that week.
- The furnace was cleaned. It was well overdue. Alyson said it has been tagged with the service date.

**Children's Happenings at the Library**

- Believe it or not, we are beginning to think about Summer Reading! Our 2022 theme: an Ocean of Possibilities! Alyson has ordered materials, and is applying for a CLiF Summer Readers grant.
- Alyson will meet with Judy Hoffman of the LEAF School to hammer out details for our 3rd intern - to begin this Spring.
- Storytime with the schools continues!
- Patrons are starting to return to the library for longer visits.

**Circulation**

January circulation was a healthy 1236. The percentages are below.

- NHDB: 30%
- Adult Collection: 23% (with NF representing 39% of that total)
- Children's Collection: 34%
- DVDs: 3.5%
- Audio & Magazines: 1%
- ILL: 9% (58 in; 50 out)

### **Administrative Happenings in the Library**

- Alyson has prepared the annual report for The State Library. It needs one last bit of info regarding warrant articles.
- Alyson continues to work on updating her job description. She has made some adjustments and will share it with all of us.
- Alyson has decided that we will go back to hard copies of the NY Times.

### **Alyson's Vacation and Sick Time**

No vacation time or sick time used, including the 2 days that were held over from 2021

### **Treasurer's Report**

January and February reports, which reflect December and January finances, will be emailed in the next few days. Karn reported that the Town audit would now be in May rather than in March. Karn reported that a check has gone to Terry Cox for a deposit on the start of the door project.

### **Old Business**

- **Grants**

No updates this month. Joe is waiting to hear from LCHIP on when the grant class is this year. Joe reported we should be getting an AED in the next few weeks.

- **Window Project**

- As yet, there was no reply, per Susan.

- **Donation Eligible Projects**

- **Doors**

Susan reported that the project would hopefully be completed prior to the start of summer reading.

Susan pointed out that a key should probably go to the Fire Department and the Police Department for the back door. She also mentioned that there are still plans for a Knox Box. Alyson will take care of getting keys out as needed. Susan also mentioned the deadbolt needs to be removed and hinges need to be upgraded.

- **Downstairs Bathroom**

Matt Saxton and Richard Preston have looked at the downstairs bathroom and independently arrived at the same conclusions.

- Build out a platform that extends into the "chair storage room"; this would necessitate either cutting off that door, or, preferably since that is another antique door, building another door.
- Have an electrician create a child-friendly switch on the exterior wall.
- Resurface the sink.
- Repair and paint the walls of the "chair storage room."

Discussion ensued. The Maintenance Committee will list some potential contractors at their next meeting and discuss the process for hiring, including an RFP. This will be an agenda item for the next Trustees' meeting.

- **Maintenance - other**

- **Smoke Detectors**

Alyson, with the help of Carol and Ed Reller, located the third Nest smoke detector, which was beeping, and, in the process, learned quite a bit about the OneSource system (which runs the camera and door counter). Alyson is going to investigate OneSource smoke detection systems, and we may convert to that system. In the meantime, all of the

Nest detectors have new batteries. Bob McGuire offered to investigate battery operated LED exit signs, as that may be needed for fire department approval of a detection system.

- **Budget Updates**

Our warrant article went through as requested although there was an effort to cut the amount from \$25,000 to \$10,000.

- **Email**

Alyson, Joe, and Karn have updated their phones to add an email account for FatCow. Joe plans on helping Susan with this as they both have Droids. So far, all is working well.

**New Business:**

- **School Board Warrant Article**

The Keene Sentinel contacted Matt regarding our opinion. Matt told them he could not speak for the whole board. Alyson pointed out that the State Librarian shared info that no one elected Board could impose this type of plan on another elected Board.

- **Masks**

Matt wanted to reiterate that we had given Alyson authority regarding this decision. Alyson pointed out she monitors numbers routinely. She also described a patron that removed his mask and proceeded to cough on her. She is hopeful to start in person story time in March but has not decided when it will be time for optional masks.

- **Quilt Show**

Ellen Chase approached Matt about the Library hosting another quilt show. Alyson was fine with that as long as we waited till spring or later, probably after the front door work has been completed.

- **Officers for 2022 – 2023**

Karn suggested that she would like to stay as Treasurer and hoped Carol would stay as Secretary. She suggested Susan be chair and Kathy co – chair with Matt as Assistant Treasurer. Susan suggested this was a good start and we should continue the discussion next month after elections.

**Potential Action/Agenda items for the next meeting, Thursday, March 17, 2022 at 6:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report – January, February, and March.
4. Any grant updates.
5. Maintenance:
  - a. Maintenance committee updates.
  - b. Door project.
  - c. Window project status.
  - d. Bathroom work.
  - e. Smoke detector changes
  - f. An estimate for replacing the copper roof
6. Job descriptions and Library Director task list
7. Mask status and in person programming
8. Election of Officers for 2022- 2023
9. Any new business.

The meeting adjourned at 7:38 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

*Respectfully submitted by Carol Reller*