

**Shedd Porter Memorial Library Minutes**  
**August 18, 2022 Meeting**  
**Accepted**

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

**Alternate:** Joe Levesque

**Guests:** Ciaran Lavery (until 6:30)

The meeting was called to order at 6:03 PM. On a motion made by Kathy and seconded by Joe, the minutes from the July 21<sup>st</sup> meeting were approved.

**Librarian's Report – July**

**Income**

- Non-Resident Fee: \$20
- Reed Family Donation: \$5000
- Miscellaneous Fees and Donations: \$29.70
- Donation from Bob McGuire and Karn McShane: \$20

**Children's Happenings**

- Summer Reading was fabulous! The Alstead Area Masons donated our grand prizes – and Michael Rogers was a huge hit! There were other prizes brought by Mary Ann Wolf, and puppies brought by Janet Warren. It is great to see such generous community involvement in our children's literacy efforts. The milk jug jellyfish craft was VERY popular and will be repeated in September, mainly for those families that couldn't be here this summer.
- Saturday story times with Lindsey Warren were a fun addition to the summer. Thank you Lindsey!
- We are hosting a Team Read (Book Club) in September for youth in grades 1-4. It will be promoted at the school; all children are welcome.
- Storytime with Kat resumes on Fridays at 3:30.
- Alyson will be connecting with the new kindergarten teachers at APS, as well as any other teachers that would like books and story times. First grade at APS and Sarah Porter School are already set!

**Adult Happenings**

- We are beginning a new daytime knitting (and crochet, needlepoint etc.) group this fall. This will likely be Wednesday's at 11 AM; this will start as a once a month program on the first Wednesday of the month. Alyson hopes all programs will return to meeting inside at the library. We will do Cinnamon Bun Saturday and Civil Conversation this month as well.
- Alyson went to Concord for the third and last Strategic Planning workshop. This has been a great series of workshops and will be very helpful as we embark on our own Strategic Plan. She has a follow up Zoom meeting next month.
- The online SPML Page Turners Book Fan Club will be doing an in-person book discussion at the end of September. We will read and discuss *Between Two Kingdoms*, a memoir by Suleika Jaouad. Alyson will also talk this opportunity up with other Library patrons so anyone can be included in book discussions going forward. She will also post a sign in the library.
- Alyson is working with Chase's Mill on its proposed book group – possibly beginning the group this winter at Shedd-Porter. Collaboration within Alstead is great!
- The Biblionix servers were unable to connect with the NH ILL server for about a week. The problem is fixed happily, but lending to other libraries saw a dip this month.
- John Allen installed an awesome motion detector light fixture in the downstairs bathroom!

## **Circulation**

Circulation remains robust! 1559 items went out into the community in August. The percentages are as follows:

- NHDB: 22%
- Adult Collection: 23% (Non-Fiction was 23% of that total)
- Youth Collection: 44%
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 6% (50 in; 49 out. About 10 fewer than usual going out)

## **Alyson Vacation and Sick time**

Alyson used 6 more days of PTO this month with 8 now remaining. This is a combination of sick and vacation days.

## **Treasurer's Report and Finances**

July reports, which reflect June finances, and August reports, reflecting July finances, were presented. Karn also reported she opened a savings account for the ADA seed money received as a donation. We discussed moving funds from the checking to the savings account. Karn suggested she would move \$10,000 to savings and there would be adequate funds in the checking to cover current liabilities and upcoming expenses. Karn believes she has finished working with the auditors for this season.

## **Old Business**

Carol reported that it appears we do not have to have a public hearing on the door donation as the check was made out to the Town and was below their gift threshold of \$10,000 (the RSA for Town's is different). We also concurred that we will submit a warrant article for the 2023 ballot to accept gifts in accordance with 202-A:4-c Trustees' Authority to Accept and Expend Gifts.

## **Grants**

Joe reported that nothing is new from the last meeting

## **Building and Maintenance**

### **Bathroom and Hallway:**

The Committee continues to be interested in making improvements to the public bathroom. Architect and Alstead resident Ciaran Lavery joined us to review the Committee's initial plans. Working with the concept initially developed, he agreed that an aesthetically developed and safe space was possible and important and that the improvements would not intrude upon the historic qualities of the building. Ciaran presented drawings of both the proposed bathroom modifications and a potential for a future ADA compliant bathroom. The consensus from Susan and Ciaran was that this bathroom might well be "temporary" until large-scale capital improvements can be made; our focus was on the "temporary" bathroom design and planning. We discussed potential flooring for the toilet area and if a "stall" door was needed for the toilet area. Matt raised concerns about this concept impacting the potential for future renovations, particularly an elevator in the back of the building; the feeling, after discussion, was that it would not be an issue.

Ciaran has reviewed some code requirements (such as how far from the base of a toilet a step may be placed) and access to the boiler room. The boiler room door will need to be locked. He needs to confirm the step space. He also mentioned there might be room for a baby changing station which would be welcomed.

For the hallway, Ciaran suggested that a neutral coat of paint, not to cover the wainscoting, would do wonders for the space.

We concurred that we need to pursue these renovations for the bathroom although they may be “temporary”. The Maintenance Committee will pursue quotes for this work. Bellows Construction was a suggestion for a general contractor along with Griffin Construction and McGuire Brothers Builders.

As a side discussion, Ciaran brought his model of two possible solutions to the accessible entry problem for the Library and said he would very much like to be involved in strategic planning. He also said he did not know what the septic system was and that would have to be considered for capital projects.

### **Boiler Room:**

The Committee recommends these actions:

- The Committee noted moisture on the floor of the furnace room (below outside wall) <sup>[11]</sup><sub>SEP</sub> and wants to monitor this, probably with weekly staff check. Alyson will check.
- The immediate purchase of metal shelving for storing paint cans and cleaning fluids. Susan moved that we purchase metal shelving and Kathy seconded. The motion passed. Susan will spearhead this.
- Disposal of the old fluorescent lighting fixtures. Karn will check into this.
- Make the second door to the boiler room operational.
- The Committee suggested a Trustee Work party to clean up the boiler room.

### **Front Door Sweep:**

Terry Cox can install an improved sweep for the front door. The cost for <sup>[11]</sup><sub>SEP</sub> sweep and installation is \$255 (quote and description sent in an email). Carol made a motion to spend \$255 to install the new sweep per Terry Cox and Susan’s email. Matt seconded. The motion passed.

### **Windows:**

Andy Roeper (Winn Mountain Restorations) came to the Library on July 13 to resume measurements, but we have no report. The Maintenance Committee noted that the inside finish on some sills and frames and some caulking is degrading and assume that this would be included in Andy's final report. Susan will follow up again. We are all still concerned of possible that leaking could continue, and we may need more immediate caulking and repainting of the front windows before any long-term window projects. Matt and Joe agreed last month that they would ask the Selectboard to locate a contractor but still need to do this. We agreed that this repair work ought to be completed prior to winter and that the Library Trustees would make the funds available as needed.

### **Gutters and Roof:**

The Selectboard addressed the issue of gutter cleaning at a recent meeting. Matt has talked with Keith Hanatow who told him that Melanson’s has a maintenance department. Matt suggested service twice yearly, after the leaves are down and in the spring. Cost in today’s dollars is in the \$500 - \$1400 range depending on the time involved. This would be a two-man operation and either half or full day. The Town has agreed to fund this and will reach out to be sure we are on the list.

The contractor also said if we switched from batten seam to standing seam, there would be less work and therefore less cost for the roof replacement. Matt also discussed the potential of solar panels on the roof with him.

Matt also stated that he had not received a quote from another contractor for any type of work. Matt clarified we are now mainly looking for ideas and information, and now maintenance now that we had leaks.

**Other:**

Carol contacted Perry Masonry about recaulking the front steps. She is waiting for a definitive meeting time and will follow up as needed.

The Maintenance Committee would like to explore purchasing some folding chair storage racks for the Library. Susan suggested something similar to what was bought for the Town Hall would work. Susan will check and see if our chairs fit on the racks at the Town Hall and Joe will then investigate vendor info.

The Maintenance Committee asked if there is a better location and use for the old desk. This takes up much storage space. Matt will look and see if it is worth keeping and Alyson will consider a use for it. Carol suggested raffling it off if we do not wish to keep it.

**SOAR Analysis**

Alyson received contributions from some of us and she stated there was still time for further input. Again, SOAR stands for strengths, opportunities, aspirations, and results. In the business world, this is referred to as a SWOT analysis (strengths, weaknesses, opportunities, and threats).

**New Business**

A proposal was made to change our monthly meeting time to 5:00 going forward. Karn made a motion and Susan seconded. The motion passed. Signage will need to be changed at the Post Office, the Library and Town Offices. The webpage has been updated.

Carol mentioned that she thought a second alternate might be of help. A few names mentioned included Maggie Forrestall, Maggie Cohen, or Allan Kauders. Matt will inquire of any interest amongst the three.

**Potential Action/Agenda items for the next meeting, Thursday, September 15, 2022 at 6:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance/committee updates.
6. Strategic planning/SOAR.
7. AED signage and training update.
8. The need for an additional alternate.
9. Preliminary 2023 budget and warrant articles, including any contribution from Langdon.
10. A dimmer switch or new light bulbs for the chandeliers over the meeting table.
11. Any new business.

The meeting adjourned at 8:20 PM on a motion made by Susan and seconded by Karn; the motion passed unanimously.

*Respectfully submitted by Carol Reller*