

Shedd Porter Memorial Library Minutes
June 13, 2019 Meeting

Present: Karn McShane, Jeff Smull, Carol Reller, Alyson Montgomery, Matt Saxton, Susan Norlander

Guests: Joe Levesque, Michael Given, Mary Ann Wolf

Meeting called to order at 5:06 p.m. The minutes from the May 9th meeting were approved.

Update on Construction/Maintenance Projects:

- Michael Given walked the Trustees through the project, which was about 99% complete with a few minor items, mostly cleanup, to be completed the next day. Mary Ann Wolf represented the Select Board.
- It was noted that about 32 gallons of geocell were used on the roof, which actually makes it somewhat slippery. The rotunda dome was repainted with a color as close as possible to that of oxidized Copper. The dome had been painted previously; it was not natural copper.
- Mr. Given pointed out the numerous drains installed around the library foundation. These drains are at high points and should move water away from the library. He also stated that we should consider routine maintenance of both the roof and drains to remove vegetative material, which could clog the drains. A safety harness should be utilized when working on the roof. "Rat wire" or some type of mesh will be added at the pipe egress to prevent any type of critter from getting in.
- Mr. Given stated that sandblasting the front columns was not included in the proposal but was needed and the work completed at no charge. A GFI electrical box was also added in the basement at no charge. He also commented that he was under the impression that a student would be painting the handrails on the front steps this summer but no one was aware of any pertinent details in this regard.
- There was some discussion about the need for a detailed invoice to reflect the additional work done at no charge for the SPML records.
- The Trustees moved inside to continue the meeting at 5:45.

Librarian's Report

- Income for May included numerous donations, particularly in memory of Marion Holmes on her 98th birthday.
- Alyson presented circulation statistics regarding the music (CD) collection. After discussion, a motion was made and passed to de-accession the collection. Jessi will organize a fundraising sale of the material.
- Staff training was held, and it was a great morning where all learned. Both Jessi and Gaale asked to continue with a staff meeting/professional development meeting quarterly. The Library Staff is rarely together as a trio and they all are able to learn from each other. The Trustees approved two hours maximum per quarter for paid staff training/meetings.
- Alyson requested some vacation time in August. It became apparent that what she was entitled to was not well defined. After much discussion, the following conclusions were established:
 - Although the Librarian is entitled to two weeks (60 hours) PTO, it was never defined if this was per calendar year or on an annual basis commencing with the end of her three-month trial period (8/9/2018). We all agreed that keeping track on a calendar basis was

simpler and more efficient. Therefore, prorating 2018 from 9 August forward amounted to 25 hours of time. Alyson has currently used 25 hours of time so she is entitled to an additional 60 hours of PTO to be used between now and December 31st.

- This PTO is considered vacation time and does not include any time off for sick time or bereavement.
- Vacation, or PTO, must be used each year and not carried over.
- Alyson was asked to include a line in her monthly report regarding the status of her PTO, whether or not there has been any change that month.
- When reviewed by the trustees, personnel polices will need to reference the Alstead employee handbook.
- The gate counters were installed! They are great, and our new attendance counts will be higher, but in line with how the state would like the reporting. The location of these was shown to the Trustees.
- Joe Levesque indicated he found a grant for ¾ of the funding for an AED. This would mean our portion would be around \$300. It was decided that Joe's help with the LCHIP grant was more important at this time and Joe was asked to contact Brian Hughes, Emergency Management Director for Alstead, prior to applying for any grants for an AED so that any efforts in process for the Town could be coordinated.
- May was a great month for circulation.
- The Trustees approved Jessi's request to sell tickets at the library for the Langdon grade school playground fundraiser.
- Alyson received an email from Jim Pecora who offered to place 52 mineral display boards around the library. After much discussion, the Trustees agreed space was an issue, particularly during summer reading programs, and that we did not feel we could guarantee safety or security of the boards. We agreed that Mr. Pecora was welcome to utilize the display case in the library and that he could rotate boards through a few at a time. This case could be locked. We will extend exclusive use of this display case from 26 June through 28 August 2019. The Library will not be held responsible for any boards placed in the case. The Library is also willing to mention the display on their Facebook page and will include one photo and a short description about the display.
 - It was concluded after this discussion that policy revisions need to include displays as well as the bulletin board and event board outside the library.

Adult Happenings in the Library:

- Rebecca Rule comes June 20th. This is thanks to another NH Humanities grant as was the presentation by Dick Hesse in May who presented "Civil Liberties v. National Security." While attendance was not large (12 people) it was very well received.

Children's Happenings at the Library

- Team Read is taking a month off but will then continue. Attendance continues to grow!
- Summer Reading/Marion Holmes Reading Club is about to begin! Signups have started, kids are reporting books, and our first event will be Friday, June 28th... Flyers are about to be sent to each resident. The school has also sent out the Summer Reading schedule.
- We did receive a Summer Readers grant from CLiF! Summer Reading on July 26th will be the coordinated author's visit with each child attending receiving two books to keep.
- There are many programs and presentations scheduled for the summer readers programs.

Treasurer's Report

- The May Treasurer's Report was not available.
- The audit was postponed until July.

Old Business

- The change to personnel and procedures with the financial group managing trust funds was discussed. There were no major concerns moving forward.
- **LCHIP grant application:**
 - Matt provided some historical information for Joe to make use of. Carol suggested that the book, "Alstead Through the Years", might also help.
 - As the deadline for the grant is prior to our next meeting, Joe asked if we could respond to comments on his draft by email. We all agreed that Joe is filling out a form and that email discussion was appropriate.
 - Joe requested that Alyson ask Michael Given for any pictures he had as he had shown us quite a few during our tour. Joe was particularly interested in any showing stone being cut along with "before" pictures of the spalling on the front columns prior to sandblasting.
 - There was some discussion about archaeology and disturbing the ground around the building. It was noted that the ground had been disturbed previously over the last 20 years from other projects and work. Alyson will check with Mike Given regarding anything of interest found while installing the drains.

Library Policies:

- Alyson and Carol presented a proposal, which included a list of policies that would be revised and a list of new policies they thought were necessary. The policies were rated for priority and a timeline listed based on priorities. All agreed to move forward with the project as proposed.
- Matt offered to include thirty minutes on the agenda for this work at the July meeting.
- We all concurred that the website is in need of an overhaul. We will look at this in 2020 after the policies project is completed.

New Business:

- The idea of a bulletin board for sharing material for arts and crafts projects was discussed.
- Matt pointed out that the Elm tree in the island needs pruning. Cutting would be done over a few years as the tree size could impact the view of the library. The Board agreed that Matt may work with Peter Rhoades on this.
- Susan requested approval to contact Chris Morrill who had previously done interior painting at the Library. She would like to gather information on a 2020 project for plaster and painting work for the entrance area and the rear ceiling. We will need names of plaster contractors and eventually pricing for both the plasterwork and painting.
- Susan mentioned the project undertaken by the Bellows Falls Library. Approximately 1400 glass photo plates have been photographed and digitized and are now searchable on their webpage. This is something to think about for the future as the Alstead Historical Society has approximately 8000 photo plates of Alstead.

Potential Action/Agenda items for the next meeting, July 11, 2019 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Grant updates – LCHIP
5. Policy discussion.

The meeting adjourned at 7:50 PM.

Respectfully submitted by Carol Reller