

Shedd Porter Memorial Library Minutes
August 13, 2020 Meeting
Meeting Held Remotely Via Zoom
Approved

Present: Carol Reller, Alyson Montgomery, Matt Saxton (6:08), Susan Norlander, Karn McShane (left at 7:12), Kathy Torrey

Alternate: Joe Levesque

Guests: Our intern, Emma. Sign - in instructions were available via the Library webpage and Facebook page.

The meeting was called to order at 6:02 p.m. The minutes from the July 9th meeting were approved on a motion made by Karn and seconded by Joe.

Librarian's Report

- **Income**
 - Income included \$61 in various fees, \$5,100 from the Town of Langdon, \$5000 from the Reed Family Foundation, \$500 (for *The New York Times*) from Marcia French, and a State Library grant for Kraftevenings for \$360 (arrived per Charlotte: 8/11).
- **Happenings in the Library**
 - 126 appointments in July! While patrons are loosely interpreting “appointments” they are adhering to the “1 patron or family in the library at a time.” Alyson has required masks. In mid-August, patrons will be allowed to browse the front area (new books) provided they use hand sanitizer upon entering the building. No decision has been made regarding a full opening; the feeling was to wait until we see how school opening goes.
 - Virtual Summer Reading is coming to a close. We will have our Virtual Party in August, and everyone receives a Grand Prize.
 - Alyson met via Zoom with Greg Amend at Vilas School. He is checking permissions at the school, but we are going to use our virtual summer reading platform, ReadSquared, for a “Fall into Reading” program with his 6th grade. All students will be added to the program, they will earn badges, points, and the program will work like Summer Reading. The students will also have to come to the library for their prizes (He is working on the funding for this). We are going to sign each 6th grader up for a library card (must have parent signature). This can be done easily through Apollo with an imported spreadsheet. Alyson will also join his class occasionally via Zoom to “Book Talk” the books we have that are relevant to the curriculum.
 - Once ILL starts again, Alyson will be ordering books for the 6th grade literature groups. Karn asked if other educators in Alstead were aware of this. Alyson indicated that Greg Amend would share that info with the other faculty. He is also aware that these books must be returned. Alyson also stressed that she also works in conjunction with the two school Librarians.
 - It isn't clear whether Alyson will be able to do Storytime in the Kindergarten (at least at the beginning) – but she will be providing Mrs. Hanatow with a LOT of books for her 1st graders.
 - Through Reading on the Road, Shedd-Porter has provided 3 boxes of good books to the new bookshelf at the gorgeous, new Town Hall. These books are free for people to take.
 - Also through Reading on the Road, we continue to supply books to local children on the Meals/Curriculum vans driven this summer by Joel and Susan.
 - We are still waiting to hear about the IMLS grant about the computers.

- July brought us the return of Cinnamon Bun Saturday (last Saturday of the month) and Civil Conversation (third Saturday of the month). Both were held, and will continue to be held, at the Town Gazebo on Millot Green.
- Kathy Torrey and our intern, Emma, have been working on creating two “Early Literacy Backpacks” that will circulate to families with preschoolers. Each backpack has songs, finger play, and books. Thank you, Kathy and Emma!
- **Building Issues & Other Administrative Projects**
 - The website and our new blog went live the week of August 3. Carol reviewed current user stats, which are readily obtained from Wix. To date, we have had 125 visits from 102 unique visitors. There are still a few things to work out including email hosting and storage of legacy emails, and efficient use of the Blog, particularly with updating announcements. We (Carol) also need to include a link and start an account for trustees@sheddporter.org as a point of contact. At Susan’s suggestion, Alyson will update the sign in front of the library telling passersby of the new webpage.
 - Erik W. has quoted installing a laundry sink in the basement that will alleviate a lot of the moisture and help Laura. The sink will drain to the septic system. The septic system was recently pumped. The cost is ~\$1300. It was agreed, after much discussion, that this was a building maintenance issue, and, as such, should be presented to the Selectboard for approval and action. Alyson will forward the quote to Joe who will present this to the others at the next Selectboard meeting.
- **Circulation**

We’re still on the rise with 990 items circulated in July. Alyson has begun a limited Inter-Library Loan (only with Keene). The statewide van has not restarted, but this week the ILL system has begun the process of returning books to their home libraries. ILL books will go through quarantine. A good sign! The percentages are as follows:

 - NHDB: 37.5 %
 - Adult Collection: 28%
 - Youth Collection: 25.8%
 - DVDs 5%
 - Audio & Magazines: 1%
 - ILL: 1.6% (16 in from Keene)
- **Alyson Vacation/Sick Time**

Alyson has 30 hours remaining for 2020.

Treasurer’s Report

- The Treasurer presented and reviewed financial reports for June and July.
- Paperwork for Mascoma Bank has been signed. Karn is in the process of setting up a second savings account, not linked to the debit card or checking account. Of the available funds, ~ 80% will go into the savings account while about 20% will stay in the checking account.
- Alyson now has a debit card from Mascoma.

Old Business

- **Grants/Painting:**
 - Joe provided the following updates:
 - **Defibrillator:** no new news. He is still looking for a source.
 - **Painting and plaster repair.** We have not heard from the “Moose Plate” people or from Chris Morrill.

- **Other:**
 - Joe submitted the Zoom receipts (May and June) to the CARES Act people. July, August and September will be submitted but Joe doesn't know if the reimbursement will continue.

New Business:

- There was no new business to discuss.

Potential Action/Agenda items for the next meeting, September 10, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Any grant updates.
5. An update on painting estimates and any associated grants.
6. Building issues – window and plumbing. Alyson believes the window has been completed but she will check on that.
7. Services provided and the phased reopening of the Library, included printing and use of computers.

The meeting adjourned at 7:19 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller