

Shedd Porter Memorial Library Minutes
September 15, 2022 Meeting
Approved

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

Alternate: Not present

Guests: none present

The meeting was called to order at 5:08 PM. On a motion made by Susan and seconded by Karn, the minutes from the August 18th meeting were approved.

Librarian's Report – August

Income

- Reed Family Donation (2): \$7,500 total
- Sally Wright donation: \$500
- Miscellaneous Fees and Donations: \$29.57
- Non-Resident Fees: \$60
- Cinnamon Bun Saturday: \$99.55

Children's Happenings

- The Scarecrow Party is coming up on October 14th. Excitement is building!
- Alyson is going to the Langdon Fall Festival this Saturday, 9/17, doing a special Storytime at 1 PM. She is taking library sign-up cards, bookmarks with our hours, and lots of free books for the kids!
- Books have already been delivered to Sarah Porter School. Alyson's first day of reading to the APS Kindergartens is Friday, September 16th. She is excited to bring books and meet the 2 new kindergarten teachers.
- Storytime on the lawn is in full gear!

Adult and Administrative Happenings

- We have new volunteers! One is 8th grader Rylie Porter. She is wonderful, coming on Wednesdays and Friday. She even joined Storytime on Friday – enduring a glitter explosion and all. Rylie's presence on Fridays makes it easy to add a craft table to the Storytime fun. Kisha Chambers has also volunteered – she has organized the storage room in a magnificent way – and found some wonderful SPML history in the process! Thank you, Kisha and Rylie!
 - Found in the storage room were numerous items of interest, including two metal cabinets full of old books, including guest books dating to the 1910's and 1920's. Some will be put on display. Carol mentioned the bookbinder in Chester, VT and Susan mentioned Works on Paper in Bellows Falls that might be able to perform any work needed to preserve these items.
- Alyson has been working on the Strategic Plan Community Survey – she hopes to schedule a Focus Group this Fall and has talked to some patrons about participation. The second component is the Survey. Carol questioned the purpose of this, and some discussion ensued regarding the beginning of the strategic planning process. Matt pointed out that the process of building modifications probably had a different timeline than any planning for programming via a Focus Group and that these should be handled as a separate process for now. We all concurred. Carol commented that she felt we needed to do more homework before kicking this off as none of us

have been involved in focus groups at any level. Susan agreed. Carol said she would email out the links of what she found to all. Alyson will investigate costs for a facilitator.

- Civil Conversation and Cinnamon Bun Saturday returned to the building, and both were huge successes! Cinnamon Bun Saturday sold out by 10:30am! Congratulations Karn, on some YUMMY buns! The total was \$99.55 – with \$19.55 in coffee purchases. So happy to be back in the library!
- The Needlecraft Group met for the first time on September 7th. Fun was had, and the group decided to meet more frequently than monthly.
- The Page Turners book discussion is next week. We are looking forward to meeting in person. Those that can't make the meeting will be able to post thoughts afterwards on the SPML Page Turners Facebook Group.

Circulation

August is usually a quieter month after the busy summer, but circulation was still good: 1410 items circulated throughout the community. Percentages are as follows:

- NHDB: 25%
- Adult Collection: 26% (Non-Fiction is 32% of the total)
- Youth Collection: 33%
- Audio & Magazines: 1%
- DVDs: 2%
- ILL: 11% (97 out; 64 in)

Alyson Vacation and Sick time

Alyson still has 8 remaining PTO days.

Treasurer's Report and Finances

September reports, which reflect August finances, were not available.

Building and Maintenance

Bathroom and Hallway:

Two contractors, so far, have said no thanks. Susan will pursue others as suggested. Blanc and Bailey was also mentioned.

Boiler Room:

No additional moisture on the floor of the furnace room has been noted. Metal shelving has been purchased. Laura removed the old fluorescent light bulbs and fixtures that we wanted to dispose of.

Front Door Sweep:

Terry Cox did install an improved sweep for the front door.

Alyson reported that the front door has been difficult to close the last few weeks. Karn reported that it appears to have been sticking at the bottom, possibly from the recent rain and dampness. The door needs to be closed from the inside and staff must exit from the back door. Matt did not find any play in the hinges. The consensus was the issue was not due to the installation of the sweep. The door did seem better since it had rained but Susan will make Terry aware of the situation.

Windows:

There was nothing new to report. Matt and Joe agreed previously that they would ask the Selectboard to locate a contractor but still need to do this.

Gutters and Roof:

Nothing new to report. Matt has asked Melanson to put us on their maintenance list.

Other Buildings and Maintenance Items:

Carol reported that Perry Masonry had looked at the steps and did not see any signs of where water could leak in. Susan suggested that when we have another heavy rain if we see water coming in, that we open the portal and look to see if there are signs of water there. There was later discussion that the problem may be roof related.

Our chairs do not fit on the rack at the Town Hall.

Matt looked at what we thought was an old desk, but said it is an old table and not worth saving. It will be removed.

Alyson reported the gate counters are fixed – the laser needed adjustment.

A new vacuum was purchased.

Old Business**Grants**

There was nothing reported.

Other Old Business

Matt reported that neither Maggie Cohen nor Allan Kauders was interested in being an alternate. He did not think that Maggie Forrestall would be able to make a 5:00 meeting. We will continue to brainstorm ideas.

There was nothing to report regarding AED signage and training.

New Business

Matt asked Alyson to contact John Allen about a dimmer switch for the chandeliers over the tables.

Carol and Alyson will meet next week to discuss preliminary 2023 budget ideas.

We discussed the potential of requesting a formal annual contribution to the budget from Langdon. Susan asked that we table this discussion to our next meeting based on the late time.

Potential Action/Agenda items for the next meeting, Thursday, October 20, 2022 at 5:00 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. 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 7:03 PM on a motion made by Kathy and seconded by Karn; the motion passed unanimously.

Respectfully submitted by Carol Reller