

**Shedd - Porter Memorial Library Minutes**  
**March 20, 2025 Meeting**  
**Approved**

**Present:** Matthew Saxton, Susan Norlander, Kathy Torrey, Carol Reller, Jude Willis, Alyson Montgomery,

**Alternate:** Joe Levesque

The meeting was called to order at 5:04 pm. On a motion made by Kathy and seconded by Jude, the minutes of February 20, 2025 were approved.

**Librarian's Report**

**Children's Happenings at the Library**

- Programming is going well, and outreach to the schools continues. We hosted baseball signups this past week. This always makes for a busy, fun and vibrant time in the Children's Room.
- Lindsey, Jodie and Alyson are meeting to set up the Summer Reading schedule.
- Barbara Harper of Langdon has approached Alyson to offer a Woodwind Quintet Performance by the Keene Chamber Orchestra this summer. This is part of their outreach program with no cost associated. "Peter and the Wolf" would be a great opportunity for families for music exposure and enrichment. The library would be the sponsor of the event and would promote it locally. This could be interesting to patrons of all ages. We would likely need to reserve the Town Hall for this event although Joe suggested that someone from the Chamber Orchestra check the acoustics first. Carol suggested the possibility of a lawn concert as an alternative. Alyson will work out the details.

**Adult Happenings at the Library**

- Page Turners had an awesome discussion of *Small Mercies*, and we are looking forward to our next meeting on April 3<sup>rd</sup>. We will be discussing *North Woods* by Daniel Mason. All are welcome.
- Please join in for Crumb Together Cafe at the end of the month!
- SPML is collaborating with Chase's Mill to host a Book Swap at the library on August 28<sup>th</sup>. All are welcome to come bring some books, get some new books, and tell us about your favorite books!

**Administrative Happenings in the Library**

- The Executive Order regarding IMLS (Institute of Museum and Library Services) is the biggest news, and much is unknown at this point. More below.
- The State Report has been submitted. Of course, this is important data for us in NH, but it is also a reporting requirement of IMLS.
- Alyson applied for a grant from the Association of Rural and Small Libraries for an attic mini split to combat condensation in the building. The mini split was recommended by the roof study group. We will hear next month about the outcome.
- The CLiF Rural Libraries Grant application opens in April. Jen Aitken (Vilas School) will start working on the grant which would be awarded for the next school year. Both SPML and Vilas would receive new children's books, local children would receive new books, and we would host two author visits at the schools. We love CLiF!
- Alyson is registered to attend the NHLA conference on Friday, April 18<sup>th</sup>. Jessi Dussault will cover the library.

**Circulation**

February – a short and snowy month with 1182 items circulated. Alyson has noticed that our Libby checkouts are declining in line with Acworth's adoption of that service. We have also welcomed several new patrons this month who historically were patrons at Walpole. As Non-Resident Fees increase locally, people are returning to the services of their municipality. It's good. The circulation percentages follow.

- Libby: 32% (488 checkouts on Libby in February 2024; 383 in February 2025)
- Adult Collection: 24%. (34% of the total was Non-Fiction)
- Youth Collection: 25%
- DVDs: 4%
- Audio & Magazines: 2%
- ILL: 13% (103 in; 56 out)

### **Alyson vacation and sick days**

None used. 15 days remain.

### **Treasurer's and Accounting/Finance Committee Reports**

Reports were emailed to all Trustees previously. Susan had also emailed a detailed breakdown of the income received from the Trustee of Trust Funds. There were questions regarding the Town allocation and insurance costs. Susan was asked to make a few minor changes to the Quicken categories and the spreadsheet; she concurred.

We also discussed the Investment Policy. There were some questions regarding what prudent man investments were (Susan and Carol pointed out they were defined in the referenced RSA). A motion was made by Carol for the Trustees to sign the investment policy from Three Bearings; Susan seconded. The motion passed unanimously. Carol will return the signed copy to Three Bearings and keep a copy for our records.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Generate a document(s) that defines accounting and financial policies, including succession.
  - Susan has begun to document her monthly process.
- Complete organizing old files and the file cabinets. Work on this will continue now that election day has passed!

### **Maintenance Committee Report**

- Chris Morrill says he is coming – likely to be in the summer.
- Alyson has contacted Misty to ask for Prescott's assistance with switching out the high lightbulbs in the office and the DVD room. The larger problem is that we don't see any accessible light switch to work these higher bulbs, so it is unknown if they just don't work or they need to be somehow turned on. We may need to contact John Allen.
- Joe is following up with Misty to find out when the furnace is set to be cleaned/serviced. We are on the town schedule.
- Joe is investigating spill dams for the oil tank.
- Joe has also found some LED battery-powered exit signs for the back door, and possibly the door leading to the restroom downstairs; he will order two. Thank you, Joe!
- Alyson changed the timers for the outside lights based on the recent Daylight Savings time change.
- The "Roof Committee" met previously on February 22<sup>nd</sup>. They will meet again on March 21. The Alstead Fire Department will provide assistance with a long ladder to facilitate examination of possible mortar failure in the pediment above the front door; the ladder will be used by either a member of the fire department or Peter Yost who is fully insured. Many thanks go to Chief Michael Kercewich and Captain Hans Mayer. There will be no Crafternoons while this is in progress.

### **Grants and Facilities**

Joe has looked into a grant for window painting and has found nothing so far.

### **Old Business**

#### **Bylaws**

The change to the bylaws regarding the Library Director annual review was discussed and finalized. A motion was made by Susan and seconded by Kathy to accept the bylaws as discussed and revised. The motion was approved.

Susan also moved that Carol Reller, as assistant treasurer, become the second signature on the bank accounts and receive a debit card, in accordance with the Trustee bylaws. This would serve to replace Matt Saxton, chair, as the current second signature. Matt carried out this role during the transitions of the past year. The motion was seconded by Jude. The motion passed unanimously.

#### **Review of Policies**

Susan and Jude have started reviewing existing policies and are communicating regarding the potential for updates.

**New Business**  
**Election of Officers**

A motion was made by Jude and seconded by Kathy for the officer slate of Matt as chair, Kathy as vice chair, Susan as treasurer, and Carol as assistant treasurer and secretary. The motion passed unanimously.

**MOU with the Town**

The memo was briefly discussed and then signed. The document was copied and Joe offered to take it to the next selectboard meeting for their signatures. Carol requested an electronic copy of the document, once signed by the selectboard; this will then be posted on our webpage.

**Other New Business**

Alyson suggested we draft a printer and scanner policy, limiting the number of pages that can be printed or scanned. We discussed the number of pages and if the person requesting printing needs to be a patron. Alyson will draft a policy and share it with the Trustees prior to the next meeting.

The Executive Order regarding IMLS was briefly discussed further. Alyson explained that IMLS disperses block grants in monthly installments to the NH State Library. NH receives ~ 1.5 million dollars which funds the entire ILL program, the talking book services, and the Libby platform (\$12,000), along with some staff positions. Currently, SPML patrons make active use mainly of the ILL and Libby portions of these services. It was suggested that we use the wording in the NHLTA email of 3/20/2025, the first paragraph in particular, should any of us wish to publicize this on our personal social media. Carol offered to draft a post for the SPML webpage and Facebook page using the information from NHLTA; this will be an FYI type of posting. All concurred.

**Potential Action/Agenda items for the next meeting, Thursday, April 17, 2025 at 5:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Any grant updates.
6. Roof work update.
7. Printer/scanner policy.
8. Review of existing policies update.
9. MOU with the Town status.
10. IMLS update.
11. Other old business.
12. Any new business.

The meeting adjourned at 7:17 PM on a motion made by Susan and seconded by Jude; the motion passed unanimously.

*Respectfully submitted by Carol Reller*