

Shedd Porter Memorial Library Minutes
May 20, 2021 Meeting
Meeting Held Both in Person and Remotely Via Zoom
Approved

Present: Carol Reller (Zoom), Alyson Montgomery (Zoom), Susan Norlander (Zoom), Kathy Torrey (Zoom), Karn McShane (Zoom), Matt Saxton (in person).

Alternate: Joe Levesque (in person)

The meeting was called to order at 6:05 p.m. On a motion made by Susan and seconded by Karn, the minutes from the April 15th meeting were approved.

Librarian's Report – April

Income

- Miscellaneous income totaled ~ \$125.

Children's Happenings

- We received the CLiF Summer Readers Grant for a program this summer. This has always been a popular program because kids get new, free books.
- The Summer Reading flyer and schedule is being copied and prepared for distribution. Mailing cost will come from the ARPA grant.
- Team Read had a COVID-19 scare, and was postponed.
- Everyone is enjoying Storytime on the Lawn on Fridays!
- We received some beautiful, framed book covers of children's books. They would look nice hanging downstairs if we can nail into the wall.

Adult & Administrative Happenings

- Our Adult book group celebrated Poetry in April, and it was fun and a great discussion! Our next topic is Mysteries!
- Civil Conversation and Cinnamon Bun Saturday are back in action at the Gazebo. With the ARPA Funds, Alyson hopes to move these programs back to the Library Lawn this summer.
- We welcomed a new volunteer to the Library – Joanne Wildes! She will be taking Cynthia Phippen's place covering books on Thursday afternoons. Joanne reports that Cynthia is doing well in CT, and enjoying being closer to her daughter.
- Alyson is working on the ARPA grant. Having solicited input from patrons, trustees, and staff, she will be requesting items that help return patrons and programming to Shedd-Porter this summer. She anticipates submitting the grant in the next week. We are eligible for funds totaling \$2891. The funds may not be used for computers (software/hardware/internet etc.) or construction. The process requires submitting for reimbursement of purchases.
 - The second round of ARPA is competitive and will come up later in the year for larger projects. No further details are known at this time.
- Even with the mask mandate lifted, the majority of libraries in the state are still requiring masks in their buildings, at least through the summer. Alyson recommends that Shedd-Porter continue to require masks in the building, as we do not know who is vaccinated and who isn't. Gaale has made a sign to this affect.
- Increasingly, libraries are dropping the quarantine time for incoming books. Alyson recommends dropping the quarantine of books, except for ILL books, effective immediately. The reason for keeping the ILL quarantine is that the state library has requested it.
- Alyson mentioned that patrons have been very excited to be back in the building.
- Our intern Emma has returned!
- The Director's budget spreadsheet through May 19 was reviewed. Alyson will add lines as needed to show income from grants. Alyson will also break out grant expenses as separate budget

line items by category. Joe mentioned that we need to have details available, particularly for ARPA, to demonstrate what we have used grant funds for: Alyson said she keeps receipts. Carol suggested that Alyson lay out something she is comfortable with in terms of spreadsheet format and we will revisit it at the next meeting.

Circulation

Circulation remains headed in the right direction – 1105 items out in April! The percentage of NHDB usage continues to decline as the usage of the physical collection rises. Regardless, Alyson believe NHDB will continue to remain higher than it was pre-pandemic. The percentages from each collection are as follows:

- NHDB: 33% (was 36%)
- Adult Collection: 21%
- Youth Collection: 33% (up from 28%)
- DVDs: 3%
- Audio & Magazine: 1.5%
- ILL: 8% (65 in, 22 out)

Alyson Vacation and Sick Time

No vacation time used YTD. No regular sick time used. Alyson hopes to use some vacation time in August, after summer reading ends.

Treasurer's Report

- April reports were submitted and reviewed.
- Karn stated that the audit is still ongoing.

Old Business

- **Painting and plaster repair:**
 - Joe continues to prepare the final report for the Moose Plate grant people.
- **Window Project**
 - Susan talked to a contractor from Peterborough, Andy Roeper. He is very familiar with old libraries. His company is Winn Mountain Restorations. According to his website, he specializes in restoration of old windows. He would like to meet with us and he hopes to be in the area for other projects in the next few weeks.
 - Matt mentioned that the LCHIP people had suggested at one time that we should consider having a building assessment. Susan felt that Andy is familiar with both LCHIP and Moose Plate grants and that we should talk to him first to get a general feel of things. Matt's point is that we have done a great job of keeping up the building. Carol suggested that we should also consider where these grant programs fit in. We also discussed where future expansion planning fits in to this process.
- **Other:**
 - Carol pointed out that Karn and Susan have made strides in cleaning up their email.
 - From last month and still pending: *Karn did discuss a credit card with Charlotte. There is some concern on the part of the auditors with the number of departments using the Town's tax ID#. Karn explained to Charlotte that we do not need her to be doing any level of bookkeeping for us as she does with the other departments on the account. Karn also indicated that that Charlotte would prefer we use a debit card; we all agreed that this was not wise nor what we wanted to do. Karn is going to ask the auditors about a possible approach.* Karn indicated that she might not talk with the auditors for a month or more. She also stated that there are precautions in place on the existing debit cards.
 - Susan has worked on an updated employment agreement for Alyson. Alyson liked what was written. On a motion made by Carol and seconded by Matt, the employment agreement

modified on 16 April 2021 was approved. Susan will remove the word draft and leave a copy at the Library for all Trustees to sign.

- Carol will meet with Alyson to help with revising the job description and monthly task list prior to our next meeting. Once the job description is complete, then we will discuss an annual review for the Director, including frequency, time of year, and who will conduct the review. Alyson and Carol are also planning on discussing how we use social media.

New Business:

- Alyson requested moving the June meeting in case of potential conflict with Keene HS graduation and awards. We agreed to move the meeting to June 10th. She will put notices on the webpage and Facebook.
- Matt and Peter Rhoades trimmed the elm “bush” on the front lawn so that it now looks, once again, like a tree. Peter feels confident that the tree will survive the pruning.
- Susan talked with Julie Stevens. Julie thought that both Chase’s Mill and the Orchard School might work for programming sites, particularly since they are both accessible. The Orchard School is on one level, has ample parking and is available in the winter; they are apparently seeking partnerships of this kind.
- Kathy reported on “attending” the NH State Library Trustees training conference. She discussed the archives collaborative project. Materials can be scanned and added to a database. Kathy also attended a program on the experience of another library and the steps involved in a major renovation process. She thought that recordings of these would be available online at some point and will advise when they are.

Potential Action/Agenda items for the next meeting, June 10, 2021 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. Window project status.
6. Job descriptions and Library Director task list.
7. Credit card to replace the debit card.
8. Any new business.

The meeting adjourned at 7:47 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller