

Shedd Porter Memorial Library Minutes
November 14, 2019 Meeting
APPROVED

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

Alternate: Joe Levesque

Guests: Chris Morrill, Mary Ann Wolf

The meeting was called to order at 6:08 p.m. The minutes from the October 10th meeting were approved as written.

Librarian's Report

- **Income for October** included \$1100+ in fees and donations, Civil Conversation: \$10, Cinnamon Buns \$106.05, along with \$28 from the Music Sale.
- **Children's Happenings at the Library**
 - CLiF Rural Libraries Kickoff is on November 26th. Our books from CLiF for the grant arrived in October.
 - Alyson has started a "Backpack" program. These are popular in libraries and give young patrons and their families an opportunity to delve into a subject. The 4 "backpacks" we are starting with are: Puppet theater/Storytelling, Stargazing, Bugs and Butterflies, and Family Game Night. Each pack is filled with equipment for each theme, as well as theme-related books. CLiF is funding the project, but Alyson also asked for some money from Wal-Mart for the backpacks themselves. Wal-Mart has agreed, so we will be able to put even more in the backpacks! If the program is popular, we may add "Cooking".
 - The Scarecrow Party was a huge success with 60 people in attendance! Some of the scarecrows will need rehabilitation this winter after the strong winds, and we are thinking of increasing our total number of scarecrows (right now we have 8), due to the large number of people that attend the party.
- **Adult Happenings at the Library**
 - Rebecca Rule is coming back to Shedd-Porter in March and we received a NH Humanities grant to fund the visit.
- **Administrative Happenings**
 - Alyson is excited to welcome Mary Ellen Perreault to the library as a new volunteer! Another patron asked about volunteering last week, so hopefully she will join our ranks too!
 - The internship program with the LEAF School is going really well. Our 10-week internship with Opal Wright ends in December. We will have a second intern from LEAF for ten weeks starting after Christmas.
 - Our new Friday Library Assistant, Kat Stiles, has started. She is a great fit, and Jessi is helping to train her.
 - Reading on the Road and Shedd-Porter Memorial Library are now placing a box of books per month at the Keene Head Start. We are using books donated to Reading on the Road that are really too young for the bus crowd. Our very own Lark Leonard delivered a box from SPML and RR to the Drewsville Head Start! Thank you Lark! We are ready to refill both Head Start programs when they are ready.
- **Circulation Statistics**
 - Circulation in October was 1653!! NHDB and the adult collection were pretty much a tie at ~22%. The Juvenile Collection led the pack at 32%.

- **Alyson sick/vacation leave**
 - Alyson plans to take the Wednesday before Thanksgiving off. Gaale is going to cover. Thank you, Gaale! That will leave Alyson with 41 hours of time remaining for 2019.
- **Other:**
 - Alyson has a new computer and she will back up key documents with a thumb drive which should not be stored where the laptop is.

Treasurer's Report

- Reports were emailed for August and September. The reports were reviewed and accepted as is.
- October reports were reviewed and discussed during the meeting. A question was raised regarding why we carry such a high balance in the checking account.
 - Alyson was authorized to replace a broken computer monitor based on the balance of this account.
- The October reports were accepted as is.
- Karn had ordered a laptop but there were some issues with the pricing. Instead, she will order one from Staples along with software and a backup device.
- Bearing Point has changed their name to Three Bearings Fiduciary Advisors, Inc.

New Business

- Chris Morrill discussed work needing to be done to repair the plaster, and, eventually, painting.
 - He estimates plasterwork at \$1500 - \$2000. Staging would be needed for this work. An insurance rider might be needed depending on the subcontractor used for the plasterwork.
 - Painting is straightforward and is comparable to work done previously in 2013. He anticipates hours at about 120. His hourly rate is slightly higher than it was in 2013, going from \$35 to \$38.
 - Susan asked if the moisture content in the wall could be measured to insure that the roof work has indeed fixed the leak problems. Chris felt he could do this. Susan also suggested doing the plasterwork, and then again measure moisture to ensure dryness prior to any priming or painting. Chris felt we would know once there was a heavy rainstorm.
 - Chris offered to come by during the week of 18 November to measure the moisture.
 - The border has separated from the wall. It is unknown at this time if the border is salvageable. Chris has found a company that can make a reproduction of the border. Cost is yet unknown as the company needs to see a picture of the existing border first but is approximated at \$200 - \$1000.
- **2020 Budget**
 - Security monitoring fees are included under the technology line as is the fee for Biblionix, thus the increase from 2019.
 - Much discussion ensued on adequate numbers for wages and FICA, particularly if we consider opening on Tuesdays. The suggestion was made to designate \$3000 of the funds in checking to cover any shortfalls in budget wage funds (\$3000 is an approximation of costs for being open an extra afternoon all year). No motion was made in this regard. Karn said she would earmark \$5000 from the checking account to cover any 2020 budget shortfall. A motion was made and approved to increase the Alstead appropriations for wages and FICA in Alyson's proposed budget were revised to \$41,338 and \$3,162, (totaling \$44,500) respectively.
 - Carol and Joe will attend the Selectboard meeting Tuesday, 11/19, to present our proposal for town funding.

Old Business

- Joe Levesque was officially sworn in as an alternate for three years. He should be included in all future emails and Karn will set up an official email account for him.
- Joe will look into a NH Preservation Alliance Assessment Grant for the work we hope to have Chris Morrill perform.

Library Policies

- No policies were discussed. We hope to discuss Non – Resident Patrons and Circulation, and a policy for Security Cameras next month.

Potential Action/Agenda items for the next meeting, December 12, 2019 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Grant updates – LCHIP etc., planning
5. An update on painting estimates and any associated grants.
6. Policy discussion including Non – Resident Patrons and Circulation (and fees), Security Cameras.
7. Update on software and computer for the Treasurer.
8. Potential needs for some of the checking account funds.
9. 2020 Budget update from meeting with the Selectboard.
10. Alyson will draft a letter for the Trustees to review regarding requesting funds from Langdon such that per capita expenses are more inline town to town.

The meeting adjourned at 8:22 PM.

Respectfully submitted by Carol Reller