

Shedd Porter Memorial Library Minutes
July 21, 2022 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Matt Saxton, Kathy Torrey

Alternate: Joe Levesque (filling in for Susan Norlander/Karn McShane)

The meeting was called to order at 6:01 PM. On a motion made by Joe and seconded by Matt, the minutes from the June 16th meeting were approved.

Librarian's Report – June

Income

- NH Charitable Foundation: \$5000
- Cinnamon Bun Saturday: \$48
- Brookline Public Library: \$5
- Miscellaneous Fees and Donations: \$28.61
- Anne Stuart donation for Marion Holmes Summer Reading Program: \$50

Children's Happenings

- The Summer Reading Program is in full swing! We have 55 children signed up (this is consistent with pre-COVID signups), and attendance at programs has been robust! Even on a holiday weekend, 61 people joined us for Wildlife Encounters! 33 people gathered to craft jellyfish. A fun time was had by all!
- The River Walk was a particular success – we invited Sarah Webb to join us, and she was a fabulous inter-generational presence; she talked about the blue heron. She wants to come back to lead a bird-watching Storytime!
- Lindsey Warren has volunteered this summer to lead Storytimes on Saturday! We have never done this before, and our first Storytime involved reading and lots of train play. Thank you, Lindsey!

Adult Happenings

- We have been collaborating with Chase's Mill on their Summer Lecture Series through promotion. Attendance at the first couple of lectures was 25 and 40 people respectively.
- We will be starting an Adult Knitting Group (or crochet, needlepoint) this fall that meets during the day, most likely monthly. This will be in addition to the, hopefully, in-building return of the Crafting Group, Cinnamon Buns, and Civil Conversation if COVID precautions permit.

Administration

- Due to the heat and the repaving of the streets in Concord, the State Library postponed the 2nd strategic planning workshop until 8/4. The agenda will be the same, so Alyson will take SOAR analyses with her. Having given the topic much thought, she believes we have two plans to do that are interdependent on each other. The Strategic Plan will focus on mission, programs, and services – who do we want to be and what do we want to offer. The Building Preservation Plan would have several phases and over the long term. For example, what facilities are needed to execute our plans? Kathy mentioned it was like looking at things from a body and soul perspective with some overlap. We all agreed there would be overlap between the two plans.
- Carol asked what the status was on accepting the gift for the doors, which was over \$5000. We agreed that we would formally do this at the start of the August meeting. Alyson will post this on Facebook and Carol will add it to the calendar and webpage early in August.

Circulation

Circulation was fantastic in June: 1673 items! The percentages are as follows:

- NHDB: 22%
- Adult Collection: 21% (Non-Fiction represented 37% of this total)
- Youth Collection: 45%!
- DVDs: 3%
- Audio & Magazines: 1%
- ILL: 7% (64 in, 61 out)

Alyson Vacation and Sick Time

Alyson will be on vacation the week of August 8th. Gaale, Lindsey and Kat will be covering. This will use 5 days of PTO, leaving nine.

Building

Alyson presented a maintenance update that reflects damage to the building from the heavy rain on Thursday, July 14th. This cloudburst caused damage to or highlighted existing maintenance needs of the building. Alyson reported the following (in italics); discussion follows:

- *There is a new spot of roof damage to the ceiling behind the circulation desk.*
- Keith Hanatow from Melanson had previously provided a roofing quote for planning purposes. Matt offered to reach out to him regarding any potential repairs, a roof maintenance person, and suggestions regarding cost effective alternatives to a copper roof.
- *The front window (computer side) was leaking quite a bit. While Andy Roeper did come to measure the building's windows on Friday, July 15th, he did not have any tools to temporarily fix the window.*
 - We all concurred that it was possible that leaking could continue and we may need more immediate caulking and repainting of the front windows before any long-term window projects. A painting contractor would probably be the best person to repair this. Staging would likely be needed. Matt and Joe agreed that they would ask the Selectboard to locate a contractor. We agreed that this ought to be completed prior to winter and the Library Trustees would make the funds available as needed.
- *The weather stripping on the front door needs replacement or adjustment. Water came into the building under the door.*
 - We agreed that we need to reach out to Terry Cox for his advice/help in either the installation of weather stripping that extends further to meet the floor or adjustment to the stripe already on the bottom of the door. Alyson will contact Terry and ask if he needs any pictures or can come look at the door.
- *Water is entering the building at the base of the spiral stairs into the Children's Room. It appears to be coming from under the front steps.*
 - We need to find and contact a mason to re-caulk the front steps. Carol and Joe both recommended Perry Masonry as a possibility. Carol will reach out to him.

Treasurer's Report and Finances

July reports, which reflect June finances, were not available.

Old Business

- **Grants**

Joe reported that we have DB Architects on board to help with our building assessment report if we get the grant.

- **Building and Maintenance**

- **Bathroom**

Alyson said John Allen had come by and could install a light with a motion detector. Ideally, a new fixture might allow us to not have to move the light switch. John did say the switch could be moved if we had to do it but the motion detector would be more straightforward.

There was some continued debate to changes to the bathroom downstairs. Matt pointed out that we need to think long term with any short-term bathroom changes. Kathy stated that we have not had any quotes from contractors and need to rethink how to upgrade the existing bathroom for the short term in a cost effective manner if we are going to proceed.

- **Windows**

See above.

- **Roof**

See above.

New Business:

- **SOAR Analysis**

- Alyson had requested we contribute our thoughts. SOAR stands for strengths, opportunities, aspirations, and results. In the business world, this is referred to as a SWOT analysis (strengths, weaknesses, opportunities, and threats).
- Matt commented that once we are done with the SOAR analysis, we should consider forming a group to join us in strategizing. This would be for planning purposes rather than a “Friends” group for fundraising. Matt pointed out that we have much planning and strategizing to do before we start thinking about fundraising.
- We also discussed sources for networking in this regard as there are many organizations in the area that have successfully taken on similar type projects.

Potential Action/Agenda items for the next meeting, Thursday, August 18, 2022 at 6:00 PM

1. Special meeting to accept the donation for the doors.
2. Minutes reviewed and approved.
3. Librarian’s report and budget spreadsheet discussion.
4. Treasurer’s report.
5. Any grant updates.
6. Maintenance/committee updates.
7. Strategic planning/SOAR.
8. AED signage and training update.
9. The need for an additional alternate.
10. Any new business.

The meeting adjourned at 7:20 PM on a motion made by Kathy and seconded by Joe; the motion passed unanimously.

Respectfully submitted by Carol Reller