

**Shedd Porter Memorial Library Minutes**  
**September 12, 2019 Meeting**  
**APPROVED**

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

**Guests:** Joe Levesque

The meeting was called to order at 6:10 p.m. The minutes from the August 8<sup>th</sup> meeting were approved as written.

**Librarian's Report**

- Income in August included \$93 from cinnamon buns, \$99.49 from miscellaneous fees/donations, and \$5000 from the Reed Family Foundation.
- An issue with the Librarian's laptop was discussed. Karn contacted Michael Gordon to ask about attempting to recover documents and to determine if the computer can be repaired; he did not feel the prospect was good. Susan also suggested asking Staples to attempt to migrate any data if possible if a new laptop was purchased.
  - The board authorized Alyson to spend \$500 on a new laptop. We all offered to help recreate data for any files that cannot be recovered. The board agreed that an external hard drive was most likely not necessary at this time but that files should be appropriately backed up.
- **Children's Happenings at the Library**
  - Storytime with Jessi is back! Jessi is also continuing to lead Team Read, our youth book club aimed at ages 7-9.
  - Alyson is working with Carla Boynton and Jen Aiken at the school to organize the CLiF Rural Libraries Grant Kickoff. This event will likely be in November.
  - Storytime at the schools has begun again! Alyson sees Mrs. Chaffee's kindergarten at APS every other Wednesday and Sarah Porter School (Langdon) every month. Mrs. Hanatow's first grade comes to Shedd-Porter on Thursdays. There is a 2<sup>nd</sup> kindergarten, and Alyson is trying to read to that class on Wednesdays opposite Mrs. Chaffee. Currently, preschoolers are not serviced with a formal story hour.
  - The CLiF Rural Libraries grant includes the opportunity to apply for a mini-grant for a children/families presentation at the library. We are applying, and we hope to bring a magician to Shedd-Porter for some fall magic.
  - Another Shedd-Porter outreach initiative (that has spread into Keene) is to place books on Fall Mountain buses (Joel & Susan's). This program is doing great, and we are collecting children's books at Shedd-Porter this fall for the buses. Bags and boxes of books are coming in, and we received a box of books from the CLiF Foundation today for the buses. This program is called "Reading on the Road". Much thanks to Amelia Opsahl for spearheading this project and spreading it from Alstead to Keene and surrounding towns! CLiF has asked for a write up about the program for their blog. We also discussed publicity with the Keene Sentinel and the NH Library Trustees Association. Alyson indicated we would get appropriate "leftovers" from the Walpole Book Sale in October.
- **Other big news**
  - We have migrated our data to Biblionix's Apollo ILS program. So far, it's going great! We have integrated our card numbers and our catalog with Overdrive as well.
  - The new state ILL system is getting closer! Alyson is scheduled for the training webinar on September 24<sup>th</sup>.
  - Jessi has informed Alyson she is only able to stay on as a substitute. She will continue to lead Storytime and Team Read as a volunteer (thank you!). Given the busy-ness of the

library, especially on Friday afternoons, Alyson recommends hiring a Library Assistant to fill this position. Alyson would certainly be pleased to work regularly with Jessi again if and when her schedule permits. We are thrilled she's willing to continue as a substitute and volunteer. Jessi did say she would stay as long as possible while her position was being filled.

- Julia Cunniff has volunteered to organize a sale of our Music CDs at the Langdon Fall Festival. Thank you, Julia! Any CDs not sold will be returned to the library, and Jessi is going to organize our "2<sup>nd</sup> chance" sale.
- **Building Issues**
  - The new humidifier is doing a yeoman's job! Jeff confirmed the old humidifier was definitely the issue; it will be disposed of.
  - Karn mentioned that at least one light is not illuminating and they all seem to be out of sync, schedule wise. The timer needs to be reset. Susan and Alyson will handle this. Note that the lights came on tonight at 8:16.
- **Circulation Statistics**
  - August is typically slower in libraries, and Shedd-Porter is usually no different. However, Alyson is happy to report that our statistics did not really reflect that this year as we had 1434 checkouts!
- **Other:**
  - A local author from Langdon is publishing a book soon and would like to come and do an author presentation in October. The author will publicize the event and we will publicize the event as we normally would.
- **Alyson sick/vacation leave monthly update**
  - Alyson has 48 hours remaining in 2019 of vacation time, and she has taken 2 sick days.

### **Treasurer's Report**

- The July balance sheets were reviewed and accepted.
  - Matt asked if the savings account was unencumbered and the answer was yes.
  - The bill for Park Street Foundation is actually NH Overdrive. This is paid annually based on usage.
- We could not review a formal report for August, as Karn has not received the MS-9 from Bearing Point. We did review August Income and Expense (I and E).
  - It was noted that we received \$5000 from the Reed Foundation both in July and August!
- Karn asked Alyson to utilize petty cash for items under \$20 rather than using a debit card, particularly for irregular purchases. A receipt is still required.
- The audit is complete. A report is still yet to be received. Charlotte could not give Karn a date as to when to expect the report.
- Karn is ready to purchase a laptop and will utilize QuickBooks. Susan moved that we authorize Karn to buy a laptop not to exceed \$700; the trustees approved this expense along with up to \$100 for an external hard drive for this laptop and they also approved the acquisition of QuickBooks. Carol pointed out that the external hard drive should not be stored under the same roof as the laptop; Karn concurred.

### **Old Business**

- Joe has not received any input or feedback on the LCHIP grant. No one at the Library or the Town has had any feedback on the proposal.

- Joe reported that seven defibrillators were ordered back in 2007. One was supposed to go to the Library but it apparently never did. Joe did submit a grant request for defibrillators for the town, one of which would come to the Library.
- Susan heard from Chris Morrill. He has someone who can subcontract to do plaster repair. A rough estimate for plasterwork is approximately \$1500. Painting would likely exceed \$5000, as that was the previous cost six years ago. Susan stressed with Chris that we wanted to be sure that the walls were dry prior to painting. Susan also said she will pursue a more exact quote for the work.
  - Joe said he would check with Andrew Cushing at NH Preservation Alliance to be sure that Chris Morrill is on their approved contractor list. Joe will also look into grants based on the town median income level.

### **Library Policies:**

- All agreed that the Exhibit Application and the Exhibitor Form are acceptable as written. A motion was passed to accept these two documents for use.
- The Meeting Space Policy was changed to a Meeting and Activities Policy. The new version was approved as amended.
- The Mission Statement was approved as modified.
- Carol noted that the “Technology and Internet Policy” is ready for review. The “Materials Selection and Collection Development Policy” is in process. Alyson will tackle the “Non – Resident Patrons and Circulation” and Carol will work on the Security Camera Policy.
- Right now Alyson’s priority is focusing on the hiring process.
- All documents will be printed and stored in an accessible binder and they will also be added to the Library webpage.

### **New Business:**

- Carol and Alyson asked about the need for an updated webpage and what the priority would be. Jeff suggested we look at traffic data for a future discussion.
  - Susan suggested that when a new website is built that it include an area for Trustee resources. This could include pertinent links to state RSA’s for libraries as an example.
- Matt asked that Alyson contact Michael Given about removing the wire cover at the rear of the building.

### **Potential Action/Agenda items for the next meeting, October 10, 2019 at 6:00 PM:**

1. Minutes reviewed and approved (public and non – public).
2. Librarian’s report.
3. Treasurer’s report (August and September).
4. Grant updates – LCHIP etc.
5. An update on painting estimates.
6. Policy discussion which may include:
  - a. Technology policy (was not reviewed during September meeting)
  - b. Materials Selection and Collection Development Policy, and/or
  - c. Non – Resident Patrons and Circulation
7. Update on software and computer for the Treasurer and for the Librarian.
8. Publicity for the “Reading on the Road” program status.
9. Update on hiring process.

The meeting adjourned at 8:38 PM.

*Respectfully submitted by Carol Reller*