

Shedd Porter Memorial Library Minutes
December 12, 2019 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Matt Saxton (6:32), Susan Norlander,

Absent: Jeff Smull, Karn McShane

Alternate: Joe Levesque (voting member this evening)

Guests: None

The meeting was called to order at 6:00 p.m. The minutes from the November 14th meeting were approved with one correction to a typographical error.

Librarian's Report

Income from November included ~\$1650 in fees and donations, \$71 from Cinnamon Buns Saturday, Civil Conversation \$10, DVDs/Music Sale \$14, and \$60 from Non-Resident Fees.

• **Children's Happenings at the Library**

- The Gingerbread Houses will be back on December 20th! Yum! Hooray!
- We received the mini-grant from CLiF for the backpack program. Alyson is compiling the wish lists, and CLiF will make the purchases.
- We will hopefully have the Backpack program up and running in January.
- The CLiF Rural Libraries Kickoff on the 26th was a huge success! Books were given away, books were read, and new books are now circulating!

• **Adult Happenings at the Library**

- Regular adult programs throughout the year have been successful! We have a regular coloring group, Civil Conversation, and Cinnamon Buns. Each builds community and draws patrons into the library.
- We are going to re-launch Year 2 of Genealogy Help with Sharon Phennah. Thank you Sharon!

• **Administrative Happenings**

- Lindsey Elsesser has been hired as a substitute.
- There has been no negative feedback regarding the new Non-Resident Fee.

• **Circulation Statistics**

- 1539 items circulated in November.

• **Alyson's Sick/Vacation Leave**

- Alyson is working with Gaale to cover her remaining 42 hours of PTO. Alyson requested saving six (6) of these hours for Wednesday, January 22, 2020. Alyson will also use six (6) hours of time for Christmas Day. A motion was made and approved for Alyson to use her time in this manner.

Treasurer's Report

- The Treasurer was not present and there were no reports received.
- There was no discussion on software and computer for the Treasurer although a computer was purchased.
- Potential needs for some of the checking account funds will be discussed at a future meeting.

New Business

- **Funds from Langdon**
 - Alyson provided a draft of a letter for the Town of Langdon regarding a potential request for additional monetary contributions to support the Library. The hope was to share expenses between the towns more equitably. Carol pointed out that the Select Board was also in discussion with Langdon regarding increased fees for use of the Transfer Station. She also suggested that a member of the Trustees review the math prior to any letter going out.
 - Susan and Carol suggested tabling this item for now until more Trustees were present and we had some sense of the status on the request for Transfer Station funds.
 - The letter may need to be revised but there is ample time as Langdon has Town Meeting in March.
- **Warrant Article**
 - Susan has suggested that we request a warrant article for \$15,000 for our capital reserve fund. Carol will email Charlotte to request this of the Select Board.
- **Photos of the Library**
 - Susan discussed the email she had sent previously regarding scanning, processing and transferring the 37 files of the Library construction to a digital photo frame. The photos would be indexed and scanned.
 - A motion was made and approved to go ahead with this project utilizing funds from the Reed Family Foundation grant.

Old Business

- **Grants/Painting:**
 - Chris Morrill was in contact with Alyson to obtain Susan's email as he has information to pass along. Susan has not heard from him at this time.
 - Joe has put together a proposal for a NH Preservation Alliance Assessment Grant for the work we hope to have Chris Morrill perform.
 - Joe was in contact with the Union Pacific Railroad about defibrillators for town buildings. They will respond hopefully by year-end.
 - Joe has a draft for the LCHIP planning grant. He is way ahead of schedule at this time. There will be documentation needed regarding the building itself.
- **2020 Budget**
 - Carol and Joe attended the Selectboard meeting Tuesday, 11/19, to present our proposal of \$44,500 to the Select Board for town funding. Joe will attend the meeting with the Select Board on Tuesday, December 17, as they will be reviewing department budgets.

Library Policies

- Patron Borrowing and Circulation Policy, and a policy for Security Cameras were discussed.
- A motion was made and approved to accept the Patron Borrowing and Circulation policy with a few minor changes and corrections.
- A motion was made and approved to accept the Security Cameras policy as is.

Potential Action/Agenda items for the next meeting, January 9, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
 - a. Three Bearings status including reports and portal access.
4. Grant updates – LCHIP etc., planning

5. An update on painting estimates and any associated grants.
6. Policy discussion potentially including Volunteers and Emergencies. This will conclude revision of old policies and incorporation of new policies. At some point we will need to plan for review and revisions as needed of trustee documentation including bylaws and job descriptions.
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. A letter to the Town of Langdon

The meeting adjourned at 7:29 PM.

Respectfully submitted by Carol Reller