

Shedd Porter Memorial Library Minutes
October 15, 2020 Meeting
Meeting Held Remotely Via Zoom
Approved

Present: Carol Reller, Alyson Montgomery, Matt Saxton, Susan Norlander, Kathy Torrey, Karn McShane

Alternate: Joe Levesque

Guests: Our intern, Emma.

The meeting was called to order at 6:06 p.m. The minutes from the September 10th meeting were approved on a motion made by Susan and seconded by Karn.

Librarian's Report

- **Income**
 - Income included \$30 in donations, and \$80 from Cinnamon Bun Saturday.
- **Children's Happenings at the Library**
 - Outdoor events at the library are going really well! Storytime is well attended, and we are hoping to host Team Read in person outside in a couple of weeks for Halloween, in costume. This is likely to be our last outdoor event for the season.
 - We are exploring whether we can use the Town Hall for Storytime and Team Read during the winter months. This will largely depend on the COVID case counts in Cheshire County. If it is not possible, we will use Zoom for our events. Joe did report that the Town Hall will not be available until at least after the election.
 - The children's room is open to families coming to the library – and this has been met with gratitude and delight. The toys are away “on vacation.”
 - The popular “Make and Take Crafts” are becoming a permanent, monthly “take-home” event.
 - Book deliveries are going out every couple of weeks to the two kindergartens and the 1st grade at APS, and monthly to Sarah Porter.
- **Adult Happenings at the Library**
 - Tuesday openings have caught on! While one month does not make a trend, we saw a significant uptick in circulation during September – coinciding with more open hours.
 - The computers have remained closed, as have the restrooms.
 - The State Library was not awarded the grant for Chrome Books and iPads.
 - Mary Ann Wolf has graciously offered two new Tamarack chairs to the library for a potential raffle. Susan moved to hold a raffle to benefit the library and Karn seconded. After much discussion, the motion was withdrawn. We agreed that further research and discussion are required, in addition to thanking Mary Ann (Alyson).
 - Civil Conversation and Cinnamon Buns have been a great addition to the outdoor lineup, but the arrival of cold weather will make this option difficult. These 2 events could also possibly be moved into the Town Hall, but again it will depend on case numbers in Cheshire County.

Karn expressed a concern about the library being associated with events involving food, such that attendees would remove a mask. Alyson suggested the possibility of setting up a Zoom meeting for Civil Conversation but the meeting organizers decided to have the meeting in person at the gazebo on Millot Green this month (aka business as usual).

We all agreed we did not want to be a vector of spreading the virus after all the precautions we have taken to keep the library open and running. Susan proposed that that we make the October outdoor meeting the last Cinnamon Bun Saturday for the season, letting people know

the activity was on hold until the weather warms up again. Alyson will post this on the website and on Facebook no sooner than next week.

- Due to minimal usage and high cost, Alyson is going to drop our subscription to *Art in America* and *Food & Wine*. Alyson met virtually with the *New York Times* representative to discuss a digital subscription for the library. Karn questioned what newspapers other area libraries supply online. Carol asked if we could do a survey of patrons or if we could find out how many copies the Alstead General Store sells daily. Matt suggested we continue with the paper NY Times and look for other digital subscriptions. Carol also suggested looking into a library version/subscription for Apple News+ or something comparable. Alyson suggested a survey asking patrons what type of news that would like to have available. The topic will be explored in more detail at a future meeting.
- Veteran's Day falls on a Wednesday. We have never been closed (to honor this holiday) before as this holiday has fallen when we are already closed. Alyson asked if we should be closed. Our policy is to close when the schools are closed. We all agreed we should be closed.
- Alyson reported that Gaale removed the Japanese Knot Weed, growing out of the stone border around the foundation. Thank you, Gaale!
- **Circulation**

We experienced a large jump in circulation in September (almost back to numbers that would be expected pre-COVID. In September we circulated 1249 items, up from 923 in August. For perspective, in December of 2019 (a regularly slow month in libraries) we circulated 1267 items. In September of 2019, 1482. We are not back to normal, but we are moving in a very good direction. Percentages are as follows:

 - NHDB: 27%
 - Adult Collection: 22%
 - Youth Collection: 39%
 - DVDs: 7%
 - Audio & Magazine: 2%
 - ILL: 7% (47 in; 40 out)
- **Alyson Vacation/Sick Time**

Alyson has 30 hours remaining for 2020. She has not used any sick time. She is looking at taking a day around Thanksgiving, and has talked to Gaale about coverage.

Treasurer's Report

- August and September (draft) reports were reviewed. MS – 9's had not been received from Three Bearings so the Balance Sheet for September was incomplete and therefore a draft. It was possible to review liabilities and undeposited funds for September.
- Karn reported that the financial audit was successful.
- Karn has not been able to do much recently with QuickBooks. Kathy offered to apprentice herself to the Treasurer so she could learn how to use QuickBooks. Karn provided much detail on what her job as Treasurer entails. It was obvious that Karn did not really have time currently to train someone. Discussion continued on the bylaw's specifying an Assistant Treasurers position as well as the need for redundancy in a time of need. Susan felt that access to Karn's records was adequate for now. Karn agreed that availability of records was important and that she would think of tasks that Kathy could readily assist with.
- Discussion ensued regarding moving our meetings to the third Thursday of the month to allow the Treasurer ample time to prepare reports based on the timing of information received from the Fiduciary. A motion was made by Karn to move regularly scheduled meetings to the third Thursday of the month and Matt seconded. All concurred. Gaale will change the sign in the library. Alyson will notify Charlotte to update the Town webpage. Carol will update our webpage.

Old Business

- **Grants/Painting:**
 - Joe provided the following updates:
 - **Defibrillator:** Joe has found a few promising sources that he will continue to explore.
 - **Painting and plaster repair.** A grant agreement from the NH Division of Historical Resources was presented by Joe for the plaster and paint work. Joe will need pictures of the work in progress and when the work is completed (Alyson) so a final report can be filed in order to receive the second check. The agreement needs to be signed. Susan moved to have Joe be the signatory authority for the agreement for Grant MP-20-15. Carol seconded the motion. All approved. Susan will contact the contractors that work can begin in November.
- **Other:**
 - A check was received for July and August. September and October receipts will also be submitted to the CARES Act people.
 - Alyson stated that Laura is keeping track of any extra cleaning hours (~2.5 hours per week), which have increased because of the Covid – 19 virus. Matt and Joe reported that the Town is being reimbursed for these hours by state and federal funds.
 - Plumbing issues are minimal. Joe will follow-up on the sink installation status with Charlotte.
 - The book drop was discussed. Matt has paint to “fix” the book drop box so a new one need not be purchased.
 - Karn paid for the FatCow renewal \$221.35 with her personal credit card. Due to changes in our email and website platform, she received a personal refund from FatCow for \$120.75. Karn indicated that she felt we were not credited \$100.60. She will donate that to the library. Karn felt there would be no issue with the auditors as this was paid with a personal credit card.

New Business:

- Charlotte has asked for our 2021 budget. This was \$44,500 for 2020 and Matt proposed we stay at the same level. Susan moved that Alyson send a line item request to Charlotte for 2021 in the amount of \$44,500 to be included in the Town budget. Karn seconded and the motion passed. Alyson will share her YTD spreadsheet for review at the next meeting.
- Kathy moved to accept the Reed Family funds and Karn seconded. The funds were accepted with gratitude.

Potential Action/Agenda items for the next meeting, November 19, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian’s report.
3. Treasurer’s report, September updates and October.
4. Budget review and discussion - Alyson’s line item spreadsheet.
5. Digital news subscriptions.
6. Potential raffle.
7. Ongoing discussion of filling the Assistant Treasurer position and how Kathy can be of assistance.
8. Any grant updates.
9. Building issues – plumbing (sink installation status).
10. Status on plaster repair and paint work.
11. Anything else?

The meeting adjourned at 8:49 PM on a motion made by Susan and seconded by Karn; the motion passed unanimously.

Respectfully submitted by Carol Reller