

**Shedd Porter Memorial Library Minutes**  
**June 10, 2020 Meeting**  
**Meeting Held Remotely Via Zoom**  
**Approved**

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

**Alternate:** Joe Levesque

**Guests:** None, although sign - in instructions were available via the Library webpage and Facebook page

The meeting was called to order at 6:15 p.m. The minutes from the May 14<sup>th</sup> meeting were approved on a motion made by Susan and seconded by Matt.

**Librarian's Report**

- Note that most of the information below is from Alyson's written report which covered May 12<sup>th</sup> through June 8<sup>th</sup>, 2020.
- **Income**
  - Summer Learning Grant from the NH State Library: \$360
  - Katie Gallagher donation (Marion Holmes): \$100
- **Happenings in the Library**
  - Virtual Storytime has continued on, and will be offered throughout the summer. We usually stop Storytime for the summer, but not this year – Kat will be leading!
  - Curbside service has begun by appointment! Alyson is thrilled to be back in action. Curbside has been well received and utilized throughout the community. To date, since May 20<sup>th</sup>, or six afternoons, she has handled 45 appointments! There were other requests that could have been handled through ILL if it were available. The library has several boxes inside for different stages of quarantine. Gaale is reshelving the books once they are ready.
  - Alyson is still ordering and processing books and Gaale is helping with processing those books.
  - Through CARES Act funding, Alyson has applied for a grant for five Chrome Book computers and five iPads. These may be available for loan to patrons at some point in the future; this will necessitate a new policy governing use if we decide to go this route. Susan suggested we have a "lending" form for these devices that a patron must complete and sign stating that they are aware of their responsibilities when borrowing the device. Joe also suggested tracking serial numbers and that we verify upon return that the device is in proper working order. All concurred that any equipment received will not be lent for the interim.
- **Reopening**
  - Alyson feels it is too early to open the building to patrons. Curbside service is going well and people are getting the hang of it. She will increase curbside appointment hours to include Saturdays – based on demand we could also include Thursday. She is also still helping people with "Libby".
  - Emma, our intern, would really like to help out. Alyson is thinking of giving her flyers to fold from home.
  - We have no word on when the ILL van/ILL system will restart.
- **Summer Reading**
  - We have a very cool, new virtual summer reading platform called ReadSquared, courtesy of the State Library and the CARES Act.
  - We will be doing Wildlife Encounters and CLiF Summer Readers as our two virtual "Performances" this year. Acworth Silsby Library is splitting the cost of the Wildlife Encounters with us.

- Alyson sent an email to Mary Holmes to share that we were continuing the Marion Holmes Reading Club, even if it's in a different format this year.
- Kat is busy shifting all of our Krafternoon adventures into Make and Take Crafts. Kids will be able to take a new Kraft each week.
- Charlotte is copying the Summer Reading Flyer for our annual mailing. These will be mailed next week.
- **Building Issues & Other Administrative Projects**
  - Alyson and Carol have been working on the website. Carol shared a screen view of the current redesign and detailed what had been worked on. Further conversation ensued regarding email migration from FatCow to Wix and how to preserve legacy emails.
  - Charlotte reports that she did pay Dave Bailey for plumbing work. Apparently there is still water on the floor per Laura.
  - The window is almost fixed!
- **Circulation**
  - Since curbside service began, we have circulated 224 physical items. Total circulation, including NHDB, is 556. The number of unique users/patrons for NHDB was 54. The percentage breakdown is as follows:
    - Children's Collection: 23%
    - Adult Collection: 13%
    - NHDB: 61%
    - Audio & Magazine: 1.7%
    - DVDs: 1.6%
- **Alyson Vacation/Sick Time**
  - Alyson has 60 hours available for 2020 and she has not used any vacation or sick time. She is hoping to take time in August after summer reading ends; this will depend on the feasibility of interstate travel at that time.

### **Treasurer's Report**

- The Treasurer submitted the report for May. On a motion made by Kathy and seconded by Susan, all reports were accepted.
- The migration to QuickBooks is underway, old and new. Karn is finishing migrating receipts and hopes to be done by the end of the month.
- Karn spoke to Mascoma Bank to open a credit card account and a savings account. Mascoma only offers debit cards. She plans on having debit cards for herself and for Alyson. The savings account will not be linked to the checking account or a debit card. Karn also talked to Bearing Point as another account will need to be added to the MS – 9 forms. There will be a separate account in the QuickBooks system to track the savings account. She also plans to move ~ 80% of the funds in checking to the new savings account.

### **Old Business**

- **Grants/Painting:**
  - Joe provided the following updates:
    - **Defibrillator:** no new news.
    - **Painting and plaster repair.** A "Letter of Intent" was previously filed with the NH division of Historical Resources for \$8000. Joe has forwarded us a draft of the grant to review. He asked Alyson for some specific pictures where paint peeling is occurring near the ceiling. Karn had some pictures that she will send to Joe as well. The grant application is due June 19th (or sooner). Any work on paint, plaster, and the border will wait until we hear on the grant status. Susan has not heard back from Chris Morrill regarding confirmation of numbers/costs.

- Joe indicated he could arrange for reimbursement of our monthly Zoom cost through August if we provide him with a receipt showing that we paid. Karn asked that Alyson copy Joe or forward an email of the receipt when Alyson sends her the receipt.
- **Library Policies:**
  - The donations policy was discussed. We agreed we should submit a warrant article for 2021 to cover gifts of \$5000 or more. A motion was made by Kathy and seconded by Karn to accept the policy as written. The motion passed.
  - The need for a lockdown policy was previously discussed. Alyson talked with Joe on being included on the school district robocalls. Joe did ask the Superintendent, Lori Landry, about this but has not heard back. He will follow up and will ask about having Alyson informed about school cancellations as well.
  - The bylaws revisions were once again tabled.
  - The Pandemic policy was also discussed. A motion was made by Susan and seconded by Karn to accept the policy as written. The motion passed.
- Karn scanned and shared the Shedd Will. A discussion ensued regarding the will permitting a trustee from Langdon. By law, we are required to have an odd number of trustees. All felt that some legal review was needed, either via the Town Attorney, the NH Municipal Association (NHMA), or other, before any decisions are made. Kathy will be attending training with the NH Library Trustees Association this month and will ask their thoughts about the feasibility of electing representatives from both towns that a library serves (we are not alone serving multiple towns). Joe will also ask the NHMA and the Town attorney.

#### **New Business**

- Upcoming training webinars offered by the NH Library Trustees Association (NHLTA) were discussed. Kathy is registered for training.

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

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Any grant updates.
5. An update on painting estimates and any associated grants.
6. Policy discussion potentially including the bylaws and lockdown.
7. Update on software migration to QuickBooks by the Treasurer.
8. Shedd Last Will and Testament/Board membership.
9. Building issues – window and plumbing.
10. Services provided and the phased reopening of the Library.
11. Webpage redesign.

The meeting adjourned at 8:15 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

*Respectfully submitted by Carol Reller*