

**Shedd Porter Memorial Library Minutes
December 17, 2020 Meeting
Meeting Held Remotely Via Zoom
Approved**

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

Alternate: not present

The meeting was called to order at 6:04 p.m. The minutes from the November 19th (public and nonpublic), and December 1st meetings were approved on a motion made by Karn and seconded by Kathy.

Librarian's Report - November

• **Income**

- Income included \$350 in donations. Karn and Alyson said there was also a donation (grant) received today for \$1000 from the McDonald Foundation.

Children's Happenings at the Library

- Storytime via Zoom continues, and Alyson continues to cycle books through Alstead Primary School and Sarah Porter School. Alyson said she and the staff are also considering inviting Acworth children to this. We agreed that the purpose of Storytime was to benefit as many children as possible and is for the good of all, hoping we will be live in 2021.
- We are introducing a new book group for children in grades 1-6 and their parents or caregivers called "If you give a kid a book..." Club! Books are starting to arrive and the Zoom discussion will be in January. For this Book Club, we are inviting children from Acworth as well.
- Make and takes continue to be popular.

Other Happenings in the Library

- Everyone has readjusted, with understanding, to curbside service only. We have made over 70 curbside deliveries since the change. Mask usage is observed without complaint.
- Lots of collection maintenance is happening inside the building.
- ILL continues, fortunately, and all material continues to be quarantined before going out and on return.
- More minor vandalism as the words on the outside sign were "readjusted" sometime Saturday night. Thank you to Karn for taking it down! Tiles were left and not stolen. The police were made aware of the vandalism. A lock has been purchased for the sign cabinet.
- We have temporarily suspended the internship with the LEAF School while they continue with remote learning.
- Alyson continues to look at a number of options for digital newspapers. She noted that a number of more national newspapers (Washington Post and NY Times) are running bargain sales right now for individual subscriptions so she hesitated in going digital on these since they were now very affordable. Alyson also mentioned that the State Library (i.e. EBSCO) is reviewing what they purchase, which will influence what we may have available going forward.
- We also discussed the Librarian's budget spreadsheet. We all agreed it was detailed, informative, and helpful! We also asked Alyson if it would be possible to reformat the report in a more standard, vertical direction for 2021.

Circulation

November's circulation was 1125. Alyson noted that this time of year is typically slower than other months. As COVID numbers rise, NHDB usage is back on the rise again too. The percent breakdowns are as follows:

- NHDB: 33%
- Children's Collection: 32%
- Adult Collection: 19%
- Inter-Library Loan: 8% (57 in, 40 out)
- Audio & Magazine: 1%
- DVDs: 4%

Alyson's Vacation and Sick Time

Alyson has 4 days of vacation left to use, so Gaale will be covering the next two Wednesdays and Thursdays.

Treasurer's Report

- November reports were reviewed.
- Income from our trust funds was briefly discussed. We do receive a check annually for income from funds controlled by the town Trustee of Trust Funds. We do not typically receive or take any of the income from the Shedd Porter Trust Fund, controlled by Three Bearings.
- Petty cash has been reconciled to \$50 as of 12/15/2020.
- Karn noted that we needed to stop payment (no fee charged as we are a nonprofit) on the initial annual check #4890 (8/14/2020) to Biblionix from earlier this year; they apparently misplaced it during a move. A replacement check #4907 was mailed on 11/23/2020, which is still outstanding.
- We discussed the need for Zoom versus similar alternatives, which may be free. Susan moved to make the account more permanent and pay annually. Kathy seconded the motion. All were in favor. Alyson will contact Zoom.

Old Business

- **Grants:**
 - Joe was not available to provide any updates.
- **Painting and plaster repair:**
 - Susan has not had a chance to contact Chris Morrill by phone but she did forward our December 1st meeting minutes to him regarding the border and start of work. Alyson has not heard from anyone either.
- **Other:**
 - It was mentioned that the Selectboard plan to include a warrant for \$10,000 for our CRF per their minutes.

New Business:

- Matt has reached out to the window company in town that does restoration, Historic Window and Door. A representative from the company, Sean Cryts, will visit the Library after the holidays to take a closer look at our windows. The company tells us they are well familiar with historic restoration requirements and has experience with LCHIP. Currently, we do not know if this will be a restoration or a replacement project.

Nonpublic:

A motion was made by Karn and seconded by Kathy to enter a non public session in accordance with: RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

At 7:41, Trustees in attendance when we entered nonpublic included Matt (via speakerphone), Susan, Karn, Kathy and Carol.

Public session reconvened at 8:21 PM on a motion by Karn and seconded by Kathy.

Potential Action/Agenda items for the next meeting, January 21, 2021 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Any budget discussion.
5. Any grant updates.
6. Status on plaster repair and paint work.
7. Window project status.
8. Possible nonpublic.
9. Anything else.

The meeting adjourned at 8:30 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller