

Shedd Porter Memorial Library Minutes
April 15, 2021 Meeting
Meeting Held Remotely Via Zoom
Approved

Present: Carol Reller, Alyson Montgomery, Susan Norlander (6:05), Kathy Torrey (left at 7:30), Karn McShane (6:43), Matt Saxton

Alternate: Joe Levesque

The meeting was called to order at 6:03 p.m. On a motion made by Kathy and seconded by Matt, the minutes from the March 18th meeting were approved.

Librarian's Report – March

Income:

- 2020 Town appropriation addition (revised): \$1,294.03

Children's Happenings in the Library

- We received a Summer Learning Grant from the State Library for Art on the Lawn – an upcoming summer reading program!
- We returned to Storytime on the lawn last week! Everyone is excited about this - we welcomed a new child to Storytime, and everyone commented on the new fillers for the beanbags.
- Summer Reading planning continues. Alyson has ordered two pop-up tents and a bulk order of hula-hoops to help with social distancing during programs. Wildlife Encounters is committed, and we are waiting to hear back from CLiF about the Summer Readers grant.
- If you give a Kid a Book Club will meet next at the library on May 6th, and this in-person news has drawn readers back. This month's read is *The Invention of Hugo Cabret*.

Adult Happenings in the Library

- Patrons of all ages are thrilled to be back in the library! Alyson has not encountered any problems with patrons wearing masks, using hand sanitizer, etc. to date. Computers have not been a problem. Although the state mandate will expire tomorrow, April 16, we agreed to continue to require masks in the library. Susan mentioned that the school district will continue to require masks in schools and on buses.
- The outdoor hours sign is finished and ready for reinstall.
- The "For the Love of Books" Book Group will meet next to discuss poetry. Please let me know if you would like to join us on April 21st via Zoom.
- Civil Conversation and Cinnamon Buns are returning this month to the Gazebo.
- Alyson has heard that ARPA (American Rescue Plan Act) sub-grants will be available through the State Library. Webinars about the application process are upcoming and required. We are required to "work with stakeholders on community needs" between sessions, so stay tuned as input may be needed. Gaale will cover during the webinars, which are during our open hours, beginning the week of April 19.

Other Items

- Juliana Stevens asked permission to post a job opportunity for Chases Mill on our bulletin board. While we typically do not permit this, we agreed that this would be okay since it was an historical town nonprofit.
- We discussed a patron that is having issues with returning books. Two of the books are new. The return problem is becoming more pronounced. The patron became agitated when this was brought to his attention. Alyson felt the patron's behavior was beyond our code of conduct. The patron has few filters. Kathy expressed concern over the patron having a level of respect for Alyson and staff. Alyson is concerned that banning the patron will create more issues than it will resolve; we all agreed we were not ready to do this. Alyson wants to work with the patron but has mixed

emotions on how to best go about this. Carol suggested if the patron returns that Alyson praise the patron for returning any books and then try to lead him to the older books that he likes, and which are rarely circulated anymore, in the hopes that she can then have a conversation regarding overdue books. We understand, as Matt pointed out, that there is a cost to doing business.

- The Director's budget spreadsheet through April 14 was reviewed. Alyson stated that we are spending more on items related to COVID, thus some categories up in the 40% range, but she felt that some of this could be recouped via grants. She also indicated that donations were such that she felt there was still plenty of room for more expenses on programming.

Circulation

Circulation is moving in the right direction – 1099 items out in the month of March. The percentages are as follows:

- NHDB: 36%. Alyson noted that this percent is starting to diminish while the adult collection circulation is increasing.
- Adult Collection: 21%
- Youth Collection: 28%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 10% (79 in, 34 out)

Alyson Vacation and Sick Time

No vacation time used YTD. No regular sick time used.

Treasurer's Report

- February and March reports were emailed this evening. We all quickly reviewed them.
- Karn has submitted the annual paperwork to the auditors.

Old Business

- **Painting and plaster repair:**
 - Joe is preparing the final report for the Moose Plate grant people.
- **Window Project**
 - Matt called and left a message for Sean to set up a meeting. He is apparently swamped with business and is too busy to give us a thoughtful quote and plan right now. He asked that Matt try again in the fall. Carol will look for the article she had found previously about another contractor working in Peterborough. Susan pointed out that energy efficiency is something to consider.
- **Other:**
 - Carol pointed out that Karn and Susan have MANY unopened emails in FatCow and we all need to delete older emails, particularly those never opened.
 - Karn did discuss a credit card with Charlotte. There is some concern on the part of the auditors with the number of departments using the Town's tax ID#. Karn explained to Charlotte that we do not need her to be doing any level of bookkeeping for us as she does with the other departments on the account. Karn also indicated that that Charlotte would prefer we use a debit card; we all agreed that this was not wise nor what we wanted to do. Karn is going to ask the auditors about a possible approach.
 - Susan has worked on an updated employment agreement for Alyson. Many of us found these forwarded emails in our spam folder this evening and did not have time to review them in detail. Carol asked Susan to please try using a different file format in the future. Susan resent the employment agreement as a pdf file and that was received by all successfully. Susan will send out the other two files, yearly tasks and the Director's guidelines, as a pdf. We agreed to table the discussion of the last two files to the next meeting. The employment agreement was

discussed in detail. Susan will update the document and once again share it with us so that it can be finalized at our May meeting.

New Business:

- There was no new business to discuss.

Potential Action/Agenda items for the next meeting, May 20, 2021 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Any grant updates.
5. Window project status.
6. Finalize the updated employment agreement for the Director.
7. Job descriptions and Library Director Task list.
8. Credit card to replace the debit card.
9. Any new business.

The meeting adjourned at 8:09 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller