

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

Present: Carol Reller, Alyson Montgomery, Matt Saxton (6:05), Susan Norlander (6:42), Kathy Torrey

Alternate: Joe Levesque

Guests: None.

The meeting was called to order at 6:08 p.m. The minutes from the August 13th meeting were approved on a motion made by Kathy and seconded by Joe.

Librarian's Report

- **Income**
 - Income included \$101 in various fees, \$5000 from the Reed Family Foundation, \$540 in donations, and \$59 from Cinnamon Bun Saturday.
- **Happenings in the Library**
 - The library opened on Tuesday, 9 September, for the first Tuesday of many! At long last, Alyson will reconnect with the SignX man to get the outside sign changed to reflect the new hours.
 - Alyson also said the bookdrop box is in need of some TLC. Matt will take a look at it.
 - The Inter-Library Loan vans get back in action starting September 15th! This is huge! Requests may be placed starting on the 15th. The State will require a 3 day quarantine both in and out.
 - Alyson is looking into switching our *NY Times* subscription to digital access. The donor of the subscription has approved this move. Alyson thinks this will increase the usage of the subscription in general.
 - Alyson has re-opened the stacks for browsing. All patrons must wear a mask to enter the building, and in order to touch books, patrons must use the library-provided hand sanitizer. Everyone has been very compliant and respectful. With greater freedom for patrons within the building as well as opening an additional day, we will need Laura to sanitize the building more. She currently does an extra hour per week – it may need to increase to 1.5 hours per week. Kathy made a motion, which Carol seconded, to increase Laura's hours. All were in favor.
 - There was some discussion about reopening the bathroom when the children's room reopens. Susan mentioned the Hydrogen Peroxide solution she uses to disinfect the school bus and suggested this may be an alternative; she thought the applicator came from Home Depot. Susan provided the contact info for the school transportation department to Alyson. Alyson will also network with other area libraries and the state for input about the logistics of this.
 - Alyson is awaiting a response from the town regarding the installation of a sink in the basement. Joe reported that the town is in favor of this but is in the process of deciding what line from the budget the funds will come from.
 - We have not heard about the IMLS grant for computers. Alyson will follow up on this with the state.
 - Alyson said the window work is completed.
 - Alyson reported that there might be Japanese Knot Weed growing out of the stone border around the foundation. Carol shared information from the UNH Extension service to all. Alyson will work with Gaale to properly and safely remove this invasive plant.

- **Children’s Happenings at the Library**
 - We have hosted 2 outdoor, socially-distanced Storytimes so far, and they were great! Families stayed in their own “pods”, and masks were worn. These will continue weather permitting. We are beginning to brainstorm how we can continue this once the weather gets cold. Much will depend on COVID-19 conditions at the time.
 - Alyson has contacted the teachers at Sarah Porter and Alstead Primary and is dropping off bundles of books for the kindergartens and Sarah Porter School. She has also supplied the first grade at APS with books. These will get changed out regularly. If teachers are amenable to a Zoom Storytime, Alyson is happy to do it.
 - Alyson is waiting to hear from Greg Amend regarding how the library can support the literature classes at Vilas. She will follow up with him at the beginning of school.
 - We are planning a Team Read for Halloween! Books will be available for Team Read members starting in October.
 - Take and Make Krafternoons were really popular! Kat is going to continue Krafternoons monthly as a Take and Make craft until we can meet together to craft. Her next craft will be available at the end of September.
- **Administrative Projects**
 - The website is up and running. Alyson and Carol are tweaking a few items, adding more detail about services such as ILL, and adding additional links. They are also learning about blogging and considering how to most efficiently post and share announcements.
- **Circulation**

Overdrive (NHDB) is still our highest percentage of checkouts, but it continues to reduce as people return to the library. Percentages are as follows:

 - NHDB: 35%
 - Adult Collection: 25%
 - Youth Collection: 27%
 - Inter-Library Loan (through Keene): 3%
 - DVDs: 8%
 - Audio and Magazines: 2%
- **Alyson Vacation/Sick Time**

Alyson has 30 hours remaining for 2020. She has not used any sick time.

Treasurer’s Report

- The Treasurer was not present due to illness.
- Carol mentioned potentially 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 decision will be made when the Treasurer is present.
- A discussion was also held regarding having an assistant treasurer. This is defined in our bylaws. Kathy was willing to consider taking on this position and working with Karn to learn how things work, in particular QuickBooks. We will discuss how Kathy can be of assistance at the next meeting.
- Carol also raised the issue of seeing monthly reports via QuickBooks or from Alyson’s spreadsheet to see where we are year to date versus our budget. She thought this would be of particular interest this year with the shutdown. Alyson added that Charlotte can provide a wage report if needed. Susan said it would be helpful to see an Income and Expense report along with a balance sheet generated by QuickBooks. Carol added it might be helpful initially to compare this to Alyson’s spreadsheet. Matt stated that the discussion is tabled until next month with the Treasurer present. All concurred.

Old Business

- **Grants/Painting:**
 - Joe provided the following updates:
 - **Defibrillator:** no new news. He is still looking for a source.
 - **Painting and plaster repair.** We have still not heard from the “Moose Plate” people or from Chris Morrill. Joe will email the State regarding the grant.
- **Other:**
 - Joe reported that a check is forthcoming for May and June Zoom receipts. July and August receipts will also be submitted to the CARES Act people.

New Business:

- There was no new business to discuss.

Potential Action/Agenda items for the next meeting, October 8, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian’s report.
3. Treasurer’s report (August and September).
4. Discussion of filling the Assistant Treasurer position and how Kathy can be of assistance.
5. Discussion of changing meeting dates to later in the month.
6. Discussion of budget report frequency and methods.
7. Any grant updates.
8. An update on painting estimates and any associated grants.
9. Building issues – plumbing.
10. Services provided and the continued phased reopening of the Library.
11. Acceptance of the Reed family funds.
12. Japanese Knotweed status.
13. Anything else?

The meeting adjourned at 7:50 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller