

**Shedd - Porter Memorial Library Minutes**  
**February 20, 2025 Meeting**  
**Approved**

**Present:** Matthew Saxton, Carol Reller, Jude Willis, Kathy Torrey, Alyson Montgomery, Susan Norlander

**Alternate:** Joe Levesque

The meeting was called to order at 5:05 pm. On a motion made by Susan and seconded by Kathy, the minutes of January 16, 2025 were approved.

**Librarian's Report**

**Children's Happenings at the Library**

- Our STEM series for Crafternoons was well received! We will continue to take out the snap circuits and the 3D pens periodically because they are so popular.
- Summer Reading planning has begun! Our theme this year is "Color our World." Alyson has applied for two grants to support our program: CLiF Summer Readers and a monetary grant from Dollar General. We hear from both in May.
- Alyson is beginning to book programming for the Summer. VINS is lined up as our opener and will bring owls. Kate Buckman will do another River Walk. Alyson will be meeting with Jodie and Lindsey in March to create the rest of the program.
- We have partnered again with Cheshire Medical Center for their "Read a Marathon" program. Alyson has many books to hand out in conjunction with the schools!
- Outreach continues! Alyson said, "I love when I meet a child at the schools where I talk up the library, and then they arrive later at Shedd-Porter!"

**Adult Happenings at the Library**

- We had a great Crumb Together Cafe in January. We have tried out different numbers of morning treats and Susan has hit it exactly right! Thank you, Susan!
- Due to storms on recent Thursdays, the Page Turners discussion of *Small Mercies* was postponed till the beginning of March. The group is growing and thriving! All are welcome to join us!

**Administrative Happenings in the Library**

- Sharon Phennah approached Alyson and asked if it would be possible for her to do a mini-book sale of her books on the library lawn this spring. All proceeds would go to the library. She thought it would run for a couple of days. The Trustees agreed that this event could proceed. Alyson also mentioned that the Little Free Library kiosk will be built over February school break and will hopefully be ready for spring thaw.
- The Roof Study Group is meeting Saturday at noon.
- The Maintenance Committee did not meet this month due to the storm. However, we are grateful to Ed Reller and his skeleton keys for opening the cupboard under the card catalog.
- Alyson made a duplicate key for the file cabinet downstairs.
- Alyson is working on the State Report.

**Circulation**

We were busy in January, as Januarys often are in libraries. 1,497 items circulated throughout the community. The percentages are below:

- Libby: 29%
- Adult Collection: 23% (of which 34% is NF)
- Youth Collection: 35%
- DVDs: 2%
- Audio & Magazine: 1%
- ILL: 10% (70 in; 78 out)

**Alyson's vacation and sick days**

None used. 15 days remain.

**Treasurer's and Accounting/Finance Committee Reports**

Reports were emailed to all Trustees previously. A brief discussion ensued. We will now include Fundraising Pastries (income) under miscellaneous fees and donations while Fundraising Pastries (expense) will be included under programs; Susan will use "tags" in Quicken to provide any detail/reference as needed. She will also update the "% of budget" totals for next month (they were inadvertently not updated).

Carol and Susan did an extensive update to the bylaws which was emailed to all for review. See below for the discussion.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Generate a document(s) that defines accounting and financial policies, including succession.
  - Susan has begun to document her monthly process.
- Complete organizing old files and the file cabinets. Work on this had continued this past month and we are getting close to finishing!

**Maintenance Committee Report**

- As reported above, the committee was not able to meet this past month.
- Boiler cleaning is still pending. Alyson has not heard anything back from Misty.
- As reported above, the "Roof Committee" will meet on February 22.
- Exterior window painting will continue this spring; Chris Morrill has not forgotten us.

**Grants and Facilities**

Nothing new to report. Joe will look into a grant for window painting. Susan did remind us that we also had a donation for needed maintenance that could be used for this project.

**Strategic Planning**

The strategic plan was shared with all of us for review and proofreading and is now final and ready to be posted to the Library's website.

**Old Business****Bylaws**

The proposed revisions to the bylaws had been previously shared with all Trustees via email. Extensive discussion ensued with some additional changes proposed. Carol will clean up the document as needed, make any additional changes, and email the bylaws again to all for a final look over. As a result of this process, we decided that other documents, most of which were written in 2019, need review. Carol suggested that Susan and Jude address this task. Susan has already started and will share her thoughts with Jude.

**New Business****Investment Policy**

Carol and Susan came across a copy of the policy signed in March of 2018. Carol offered to look into any need for revision based on RSAs and what Three Bearings may require. Susan also felt that this should be posted, at some point, to our webpage.

**Other New Business**

It was reported that the amount for the Library Capital Reserve was upped to \$25,000, the original request, at the deliberative session.

Susan reminded us that we need to consider a potential officer slate for next month. She suggested that if anyone did not want to continue in their role or wished to take on a new position, they should speak up.

**Potential Action/Agenda items for the next meeting, Thursday, March 20, 2025 at 5:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Any grant updates.
6. Strategic planning updates.
7. Roof work update.
8. Bylaws finalized.
9. Investment policy updates.
10. Officer elections.
11. MOU with the Town.
12. Other old business.
13. Any new business.

The meeting adjourned at 6:47 PM on a motion made by Susan and seconded by Jude; the motion passed unanimously.

*Respectfully submitted by Carol Reller*