

Shedd - Porter Memorial Library Minutes
January 16, 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 5:04 pm. On a motion made by Susan and seconded by Jude, the minutes of December 19, 2024 and December 31, 2024 were approved.

Librarian's Report

Children's Happenings in the Library

- For Crafternoons this month, we are doing a series of STEM (Science, Technology, Engineering, Math) activities, with much thanks to the 2024 Technology Grant. We've started with structure building and the 3D pens. We will move on to Snap Circuits.

Adult Happenings in the Library

- The Page Turners Book group had a great discussion of the book *Eligible*, as well as *Pride and Prejudice*. Our group grows! It's marvelous! We are reading *Small Mercies* by Dennis Lehane next.

Administrative Happenings in the Library

- Special thanks to Jessi Dussault and Lindsey Elsesser for covering the library for Alyson's vacation over the holidays.
- The annual Town Report has been submitted to Misty.
- The State Report portal will open soon, and Alyson will begin to work on that.

Circulation and Year-End Statistics

A quiet December – 1110 items circulated. This lower amount is due in part to Ingram's warehouse issues: we received virtually no new books in December. These issues appear to be resolved, but it's also due to holiday busyness! The year is off and running – Saturday, January 11th, we checked out 104 items! That is about 3-4 times a regular Saturday! The circulation percentages are as follows:

- Libby: 38%
- Adult Collection: 19% (of which NF was 25%)
- Youth Collection: 25%
- DVDs 1%. (in addition to the 16 DVDs from our collection that circulated, 16 DVDs were requested through ILL. If these had been in our collection, the percentage for circulation would have been 3%, perhaps giving a more accurate view of DVD usage).
- Audio & Magazine: 1%
- ILL: 11% (51 in, 71 out)

From an annual statistics viewpoint, we were remarkably consistent from 2022 to 2024. Our circulation totals in **2022:** 17,495; **2023:** 18,357; **2024:** 17,682.

Last year we welcomed 61 new patrons, this year we welcomed 63.

Also of note, Acworth Silsby began offering Libby October 1st of 2024. Since then, they have had 25 unique users, with 313 checkouts. While Silsby's adoption of Libby does reduce our overall circulation numbers, it also reduces our long-term costs. Our usage continues to climb, but maybe not by as much. Libby usage (SPML) in **2022:** 4303; in **2023:** 5,739; in **2024:** 5,842. The numbers for Libby for 2024 have increased ~ 33% from 2022.

Alyson Vacation and Sick Time

No PTO for 2025 has been used. 15 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. A brief discussion ensued.

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

- Update bylaws as needed.
 - Carol and Susan have started this process and will have suggestions for our next meeting.
- Generate a document(s) that defines accounting and financial policies, including succession.
 - Susan has begun to document her monthly process.
- Organize old files and the file cabinets.
 - Carol and Susan have started this process with input from Alyson. We discussed how to get rid of a large pile of papers that should be destroyed and agreed that maintaining three years of records were reasonable. Our auditor has stated that we do not need to retain documents once an audit has been completed. It was also noted from research that nonprofits typically only need to hold documentation for 3 years.

Maintenance Committee Report

- Lindsey and Jodie are going to reorganize the office in an effort to maximize the space. The Committee recommended that the card catalog could be moved out (where the “spinnny spinner” was) and that the white locking file cabinet be moved into the storage room downstairs. Part of this rearrangement is to facilitate a place for the staff to store their coats and bags.
- Alyson contacted Misty to ask about a date for the boiler cleaning. It was last serviced in November 2023. Prescott is looking into this, and in the meantime two gentlemen came by to replace the filters.
- Keith Hanatow from Melanson was here on Wednesday, 1/15. He looked at the roof and thought that the moisture issue in the stairwell may not be from the roof. Keith suggested that the problem may be due to a space in the horizontal granite mortar (pediment), allowing moisture to accumulate, and that the mortar in that feature should be checked. There is also a problem with the roof hatch which is a piece of glass that has a crack; the frame is letting water in. Keith indicated that Melanson could put a bubble over this. It was also noted that a gutter was full and covered with ice. At some point this will need to be serviced. Kathy suggested that the Maintenance Committee remind Melanson early fall that we would like the roof gutters cleaned prior to winter. Keith offered to contact Peter Yost, a building scientist, about this. Susan reported that Ciaran Lavery and Dan Bartlett will continue to be involved.

Grants and Facilities

Nothing new to report.

Strategic Planning

Kathy and Alyson reported that they had finished the strategic plan. It will be shared with all of us for review and proofreading, prior to being made public.

Old Business

Carol mentioned that our part of the Selectboard’s budget for 2025 looks higher than it really is as items have shifted position from one spot (General Government) to under the Library. Susan reported that our budget request was included although the amount for the proposed capital reserve warrant article was cut in half to maintain the budget cap. Additionally, Carol reported that the cost for Library phone service seemed high. She and Gordon Kemp will look into this at some point after the March elections.

New Business

- There was no new business.

Potential Action/Agenda items for the next meeting, Thursday, February 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 discussion.
9. The investment policy (this was "discovered" in the papers that Carol and Susan went through).
10. 2025 Budget process updates.
11. Potential officer slate for 2025.
12. Other old business.
13. Any new business.

The meeting adjourned at 6:35 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller

