

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

February 14, 2018

Present: Laura Cottrell, Allison Friend-Gray, Cara Marsh, Susan Medeiros, Jen Phillips, Chris Thompson

The meeting was called to order at 6:34pm.

Policy Updating / Current Task:

Building maintenance - in the front of the building, there's a strip of wood that needs to be replaced; Eli Friend-Gray will look at it and give an estimate on repair. Options to update the entrance at the side of the children's room were discussed: making the rock steps outside into a ramp and/or building an interior wall to block off the meeting room as a separate space accessible by the outside.

Our current mission statement needs to be revised. Cara compared it to surrounding towns and wrote a new statement. Susan motioned to change our mission statement to the revised mission statement in the director's report. Jen seconded the motion. All voted in favor.

Secretary's Report: The minutes of the January meeting were reviewed. Susan moved to accept the report. Laura seconded the motion. All voted in favor.

Treasurer's Report: Janet entered the proposed budget amounts for the year. Half of the museum passes have been paid for; the Friends will reimburse that money at the end of the year. The budget for this year is on track so far, and Cara has no concerns. Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

Library Director's Report:

- Overdrive Advantage - Cara has started purchasing titles.
- Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

Old Business: None.

New Business: Monthly tasks are up to date. Susan moved to accept any and all donations. Chris seconded the motion. All voted in favor.

The meeting was adjourned at 7:41pm.

Next meeting: Thursday, March 8, 2018, at 7:00pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January 1 through February 13, 2018

Accrual Basis

	Jan 1 - Feb 13, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	20,958	44,295	-23,337	47%
Total Income	20,958	44,295	-23,337	47%
Expense				
Alarm System	0	980	-980	0%
Cleaning	1,050	9,800	-8,750	11%
Furniture	0	200	-200	0%
Landscaping	0	300	-300	0%
Library Automation	0	2,100	-2,100	0%
Maintenance	75	2,500	-2,425	3%
Materials	1,215	18,500	-17,285	7%
Mileage	0	150	-150	0%
Miscellaneous	40	350	-310	11%
Museum Passes	700	1,390	-690	50%
Postage	0	175	-175	0%
Prof. Dues/Continuing Educ.	115	600	-485	19%
Programming	99	2,000	-1,901	5%
Repairs--Equipment	0	500	-500	0%
Supplies	297	2,750	-2,453	11%
Technology	2	2,000	-1,998	0%
Total Expense	3,593	44,295	-40,702	8%
Net Ordinary Income	17,365	0	17,365	100%
Other Income/Expense				
Other Income				
Fines	47	0	47	100%
Photocopier	55	0	55	100%
Interest Income (Savings)	25	0	25	100%
Total Other Income	127	0	127	100%
Other Expense				
Materials (paid w/donations)	140	0	140	100%
Materials (paid w/fines)	396	0	396	100%
Supplies-pd w/fines/copier fund	13	0	13	100%
Total Other Expense	549	0	549	100%
Net Other Income	-422	0	-422	100%
Net Income	16,943	0	16,943	100%

Library Statistics Ending January 31, 2018

2018 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Ref ?s	Museum pass usage	PC usage	Ancestry searches	Heritage searches	EBSCO searches
Jan	85	9	8	18	166	13	77	113	9	79	145	467	TBD
Feb													
Mar													
Apr													
May													
Jun													
Jul													
Aug													
Sep													
Oct													
Nov													
Dec													
Total	85	9	8	18	166	13	77	113	9	79	145	467	0

2017 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Ref ?s	Museum pass usage	PC usage	Ancestry searches	Heritage searches	EBSCO searches
Jan	85	10	7	7	180	7	49	39	18	91	201	56	95
Feb	148	9	4.5	7	195	9	71	59	19	84	485	185	353
Mar	120	13	13	6	154	7	61	95	31	120	114	87	9
Apr	177	13	7.5	6	222	6	54	88	28	119	442	17	425
May	184	15	16.5	7	207	7	56	106	23	95	130	0	170
Jun	112	24	6	9	249	6	37	130	13	107	233	0	37
Jul	132	22	30	5	836	7	102	86	26	93	179	168	168
Aug	135	24	23	6	360	7	53	113	22	116	154	53	23
Sep	112	12	6	7	114	4	31	70	8	87	1520	0	9
Oct	128	9	21.25	6	283	6	72	65	6	93	1060	0	1
Nov	114	13	11	6	193	7	87	80	13	84	334	0	6
Dec	101	9	20	9	203	6	94	90	27	52	134	9	35
Total	1548	173	165.75	81	3196	79	767	1021	234	1141	4986	575	1331

Library Statistics Ending January 31, 2018

Monthly Circulation (includes print & e-resources)

Month	Total 2007	Total 2008	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	2017 Overdrive checkouts	Total 2018	2018 Overdrive Checkouts
Jan	1856	1845	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382
Feb	1581	1789	2512	2790	2864	3230	3011	2738	2623	3138	2967	379		
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304	459		
Apr	1954	1704	2518	3025	2848	3383	3664	3002	3147	3236	3263	412		
May	1794	1810	2521	2824	2593	3012	2830	2665	2554	3079	3152	399		
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382		
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359		
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419	377		
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576	325		
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	2780	322		
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327		
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	2232	341		
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	2547	382

Monthly Gate Count

Month	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	Total 2022	Total 2023	Total 2024
Jan	N/A	1889	2203	2068	2240						
Feb	N/A	1846	2128	2100							
Mar	N/A	2522	2981	2552							
Apr	N/A	2636	2638	2590							
May	N/A	2776	3142	3207							
Jun	N/A	2476	3198	3010							
Jul	N/A	3262	3477	2871							
Aug	N/A	2936	3649	3211							
Sep	N/A	3039	2827	2569							
Oct	N/A	2660	2746	2936							
Nov	2321	2667	2441	3330							
Dec	2140	2375	2261	2377							
Total	4461	31084	33691	32821	2240	0	0	0	0	0	0

Director's Report – 2.14.18

Circulation & Usage Statistics

- The gate count for January fell slightly from December, 2,377 to 2,240, which can be attributed to holiday and weather-related closures. However, on a positive note our overall circulation saw an increase from 2,232 in December to 2,547 in January. Overdrive also saw a positive increase from 341 checkouts in December to 382 in January.
- Facebook Page Likes: 5 new page likes in December; 421 total
- Instagram Followers: 7 new followers in December; 69 total
- Website traffic – Total site views per month:
 - January 2018: 1,692
 - December 2017: 1,463
 - November 2017: 1,616
 - October 2017: 1,670
 - September 2017: 1,717

Programming

- Overall our programming offering doubled for both children and adults and attendance stayed consistent, however two programs were affected by inclement weather and saw lower attendance.
- Children's Programming:
 - Baby story time is now merged with Toddler story time on Wednesday mornings. Robin and I are discussing ideas for a potential other program for her to run.
 - LEGO Club has been a huge success with a great group of kids this session and a father volunteer from the community.
 - The Family Book Group was a HUGE success with 27 attendees. Great discussion and excellent activity! The group is looking forward to the March book/meeting.
 - The Youth Group (middle school students) also had their kick off event and has 8 members. The kids are working on their own name for the group and discussion books.
- Adult Programming:
 - Both the afternoon and evening book groups maintain their loyal following and a few new members joined this past month.
 - Cookbook Group had its first meeting and was another HUGE success. We are expanding the group to 16 participants to meet the demand.
 - The Adult Craft Circle is not successful, so it will only run through the end of February.
 - Flash Fiction with James Patrick Kelly (a Library Friend and local author) was also successful and he really enjoyed the workshop.
- Upcoming programs in February:
 - In addition to our monthly programs we are offering the following:
 - Adult Origami 101
 - Overdrive Workshop
 - School Vacation Week Programs
 - Greg & Axel Show
 - Movie Matinee
 - Animal Tracks

Technology

- Nothing to report. —

Banking/Financials

- Balances as of 2/1/18:
 - Operating: \$21,787
 - Debit: \$427.43
 - Fines/Copier: \$5,149.35
 - Donations: \$8,911.54

Staffing

- Revisions of the following job descriptions are drafted (attached):
 - Assistant Director
 - Children's Programming Librarian
 - Summer Reading Coordinator
- Although this year's budgeting is done, could we begin discussions of reinstating the part-time children's librarian position?

Trustees

- Allison Friend-Gray's term is up in March 2018, she plans to run again.
- We have one alternate position open.

Collection

- Annette started taking an inventory of the collection and will have Dan assist. This will take months to complete the entire collection but is desperately needed.

Meeting Room

- The new TV was mounted by Joe Medeiros and Dick Blouin. The electrician, Alan from Epping Electric, will install power.

Furniture

- The display case was shared on the state library listserv and a couple libraries are interested. This is still in progress and once it is removed we can begin discussion and execution of the first-floor rearrangement.

Building/Grounds Maintenance

- The side outdoor entrance to the children's room needs to be fixed. The Friends of the Library also discussed this issue and some of the landscaping funds could be put toward this project of installing stairs and a railing.
- The water filtration system and the softener is using salt very quickly. A service call is being scheduled.
- There are a few sections of trim in the front of the building that need replacing. (Leaving this in the report until the spring as a reminder.)

Policies & Procedures

- **Current Mission Statement:**

“The Blaisdell Memorial Library exists to serve the personal, educational and professional needs of the entire community by providing a well-organized collection of materials and services in accessible, functional and attractive surroundings.”

- **Suggested Revision for BML Mission Statement:**

“The mission of the Blaisdell Memorial Library is to inspire lifelong learning, personal enrichment, and information literacy by providing access to diverse educational, informational, and entertainment resources, programs, and services in a variety of formats. The library also serves as a technology hub and community gathering place for residents to connect in a welcome and safe environment.”

- Revise personnel Policy Addendum for Blaisdell Memorial Library Employees Section A:
 - **A. Statement of Purpose:** This Personnel Policy Addendum for Library Employees (“Addendum”) is established to supplement the Personnel Policy of the Town of Nottingham (“Town Personnel Policy”) and address areas where the Library Board of Trustees (“Trustees”) and Library Director (“Director”) retain authority over personnel matters relating to Blaisdell Memorial Library (“BML”) staff. Should sections of this policy be deemed inconsistent with the Town Personnel Policy, the intent is for this Addendum to control as pertaining specifically to BML personnel.

The policies outlined in this Addendum should be regarded as guidelines only, which may require change from time to time. The Trustees retain the right to make decisions involving employment as needed in order to conduct work within BML in a manner that is beneficial to its employees. This Addendum supersedes and replaces any and all prior manuals, policies, procedures and practices that may have been adopted by the Trustees. It does not supersede and replace the Town Personnel Policy wherever that policy is relevant and applicable to BML personnel.

Budget

- We received the first installment from the town for our operating budget.