

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 8, 2018

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

The meeting was called to order at 7:05pm.

Policy Updating / Current Task:

Building maintenance - we'll keep it on the radar for spring.

The library mission statement was updated in the print and electronic documents as well as on the website.

The revision of the personnel policy addendum is tabled to next month.

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

Treasurer's Report: The budget is in good shape. Susan moved to accept the treasurer's report. Laura seconded the motion. All voted in favor.

Library Director's Report:

- February was a great month! There are a lot of interesting programs planned for March.
- 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. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 7:56pm.

Next meeting: Wednesday, April 11, 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 February 28, 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	2780	460
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	5327	842

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	2375						
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	4615	0	0	0	0	0	0

Library Statistics Ending February 28, 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	EBS CO searches
Jan	85	9	8	18	166	13	77	113	9	79	145	467	TBD
Feb	110	14	51.5	16	175	10	73	91	26	84	279	127	TBD
Mar													
Apr													
May													
Jun													
Jul													
Aug													
Sep													
Oct													
Nov													
Dec													
Total	195	23	59.5	34	341	13	150	204	35	163	424	594	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	EBS CO 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

Director's Report – 3.8.18

Circulation & Usage Statistics

- Gate count, circulation and Overdrive checkouts all saw a positive increase from January to February. Foot traffic increased from 2240 to 2375, while overall circulation increased from 2547 to 2780. There was a large increase in Overdrive checkouts from 382 to 460.
- Facebook Page Likes: 5 new page likes in February; 425 total
- Instagram Followers: 2 new followers in February; 71 total
- Website traffic – Total site views per month:
 - February 2018: 1,626
 - January 2018: 1,692
 - December 2017: 1,463
 - November 2017: 1,616
 - October 2017: 1,670
 - September 2017: 1,717

Programming

- Children's Programming:
 - Baby story time is now merged with Toddler story time on Wednesday mornings, but still seeing low attendance.
 - Robin will be offering a Tuesday afternoon LEGO Club to fulfill the demand.
 - The Youth Group (middle school students) maintained the 8 members this month and the kids are working on their own name for the group and discussion books.
 - School vacation week programs were well-attended considering these are difficult to predict. We competed with the great weather and most of our museum passes were reserved.
 - March programs:
 - Book BINGO
 - Create Your Own Graphic Novel
 - Movie Matinee: Zathura
 - Family Book Group
 - Squam Lak: Hawks & Owls
 - Summer Reading Program planning is underway. Carrie and Cheyanne have books presenters, finalized the calendar and are starting to plan weekly programs.
- Adult Programming:
 - Both the afternoon and evening book groups maintain their loyal following and a few new members joined this past month.
 - Cookbook Group was another HUGE success and we will maintain the 16 registrants.
 - Flash Fiction with James Patrick Kelly: One of the attendees won the first round of the NH competition.
 - Adult Origami and Overdrive had low attendance, but the attendees were very pleased.
 - Upcoming programs in March:
 - In addition to our monthly programs we are offering the following:
 - Overdrive
 - Documentary Film: Eagle Huntress
 - Humanities: Mary Todd Lincoln

Technology

- Dick Blouin and Cara Marsh installed an Apple TV on the meeting room television for easy connection to Apple devices.
- An iPad was donated to the library, which will be designated for use in the meeting room for presentations and programs.

Banking/Financials

- Balances as of 3/2/18:
 - Operating: \$17,791
 - Debit: \$196.72
 - Fines/Copier: \$5,213.23
 - Donations: \$9,211.92

Staffing

- 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 is running unopposed.
- 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.
- Weeding will begin again before the May Friends book sale.

Meeting Room

- Nothing to report.

Furniture

- The display case will be taken at the end of April/early May by the Historical Society of Webster NH.

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. Cara met with Chris Sterndale who investigated the building code. He is unsure we are up to code and will bring the building inspector to evaluate.
- 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

- 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

- Nothing to report.