

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

April 18, 2018

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

The meeting was called to order at 6:38pm.

Secretary's Report: The minutes of the March meeting were reviewed. Allison moved to accept the report. Jen seconded the motion. All voted in favor.

Susan moved to enter Nonpublic Session. Jen seconded the motion.

Non-Public Session: RSA 91-A:3 II c

Allison: Yes

Susan: Yes

Jen: Yes

Entered non-public session at 6:47pm.

Laura entered non-public session 6:50pm.

Laura: Yes

Personnel interaction issues were discussed.

At 7:37pm, Cara was invited to join the non-public session.

At 7:53pm, Jen moved to leave non-public session. Laura seconded the motion. The motion passes.

Policy Updating / Current Task:

- The personnel policy addendum has not yet been written.
- Building maintenance: The lift passed inspection. The soap dispenser has been reattached. The siding on the left side of the building still needs to be reattached.

Treasurer's Report: The summer reading program is offering more this summer, so that may go over budget. The Friends will help cover the cost of some events; the donations account can also cover some of the costs of supplies. Susan moved to accept the treasurer's report. Allison seconded the motion. All voted in favor.

Library Director's Report:

- Children's librarian: There is not room in the budget for this position at this time.
- Cara will consider an offer from Revision Energy to install a flat screen TV that displays the solar power data from the community center and fire department.
- 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 on track to be up to date. Susan moved to accept any and all donations. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 8:34pm.

Next meeting: Wednesday, May 9, 2018, at 6:00pm.

Respectfully submitted,
Allison Friend-Gray

Library Statistics Ending March 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	2780	460
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448
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	8427	1290

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	2649						
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	7264	0	0	0	0	0	0

Library Statistics Ending March 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	6	166	13	77	113	9	79	145	467	TBD
Feb	110	14	51.5	7	175	10	73	91	26	84	279	127	TBD
Mar	85	14	12	8	206	11	120	94	12	85	54	2	TBD
Apr													
May													
Jun													
Jul													
Aug													
Sep													
Oct													
Nov													
Dec													
Total	195	37	71.5	21	547	34	270	298	47	248	478	596	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

Director's Report – 4.11.18

Circulation & Usage Statistics

- Gate count, circulation, and Overdrive checkouts all saw an increase from February to March. Foot traffic increased from 2375 to 2649, while overall circulation increased from 2780 to 3100. There was a slight decrease in Overdrive checkouts from 460 to 448.
- Facebook Page Likes: 5 new page likes in March; 430 total
- Instagram Followers: Lost 1 follower in March; 70 total
- Website traffic – Total site views per month:
 - March 2018: 1,554
 - 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:**
 - Story time and LEGO Club saw a slight dip in attendance. The Tuesday afternoon LEGO Club is a very small group and we may discontinue it after this session ends in April.
 - Full day Kindergarten begins in the 2018-2019 school year, so our Wednesday afternoon story time may also discontinue.
 - The Youth Group (middle school students) had 9 members this month and the kids are working on their own name for the group, beginning a book discussion, and planning for a fall escape the library event.
 - The Family Book Group, Book BINGO, and Create Your Own Graphic novel brought in about 20 participants to each program.
 - Summer Reading Program planning is underway. Carrie and Cheyanne have booked presenters, finalized the calendar and are starting to plan weekly programs. In addition, they have planned a day to present SRP information at the school. Marketing for SRP is in the works and will begin April/May. We were also awarded the NH State Library Kids, Books and the Arts grant for a free summer program.
 - The library collaborated with the Recreation Department on the Easter Egg Hunt, which saw about 200 people, and was a positive way to reach new families and patrons.
 - April Programs:
 - Drop in Craft: Marble Painting
 - Poetry in Motion – Program for kids and adults
 - Hero Tea Party
 - Spy School
 - Movie: The Lorax
- **Adult Programming:**
 - Both the afternoon and evening book groups had a few new members join last month.
 - Cookbook Group was another HUGE success and we will maintain the 16 registrants.
 - The Squam Lakes presentation and the NH Humanities: Mary Todd Lincoln program were very well attended and received positive patron reviews.
 - April Programs:
 - Detox & Cleansing with Erin Holt – Unfortunately Erin had to cancel this program, but we plan to reschedule for later this year.
 - Documentary: An Inconvenient Sequel
 - Poetry in Motion – Program for kids and adults
 - Overdrive Workshop
 - Annette and Cara are working on the Adult Summer Reading Program and finalized programs, reading logs, and will begin soliciting prizes.
 - Cara is applying for the PBS Great American Read grant. (<http://www.ala.org/news/press-releases/2018/03/public-libraries-invited-apply-great-american-read-pbs-programming-grants>)

Technology

- The solar panel company will be installing a 32" flat screen TV on the first floor to display the solar power data from the community center and fire department. The best location is where the two community bulletin boards are hanging. We are also able to display other announcements and websites using this TV, which will become our digital bulletin board.

Banking/Financials

- Balances as of 4/5/18:
 - Operating: \$13,498.97
 - Debit: \$155.45
 - Fines/Copier: \$5,216.43
 - Donations: \$9,212.27

Staffing

- Employee reviews began in March and most will be completed by the end of May with an exception of one in August.
- I request we go off the public record to discuss increases in compensation.
- Pending: Reinstating the part-time children's librarian position

Trustees

- Nothing to report.

Collection

- Nothing to report.

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. Once this is removed rearrangement of the first floor will begin.

Building/Grounds Maintenance

- The lift passed inspection.
- The first-floor bathroom soap dispenser detached from the wall. Wall needs to be patched and dispenser reinstalled with screws.
- A section of siding on the left side of the building needs reinforcing.
- Pending: 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.
- Pending: There are a few sections of trim in the front of the building that need replacing.

Policies & Procedures

- Nothing to report.

Budget

- The 2018 proposed budget was approved at Town Meeting on March 17, 2018.