

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

October 17, 2018

Present: Laura Cottrell, Allison Friend-Gray, Cara Marsh, Susan Medeiros, Jen Phillips
The meeting was called to order at 6:36pm.

Policy Updating/Current Task: Technology/Internet Usage Policy has been updated. Jessie will keep a paper file of "Parental Consent Forms" for children under age 18. Jen moved to adopt the new "Public Computer and Wireless Internet Use Parental Consent Form." Susan seconded the motion. All voted in favor. The sign in/out columns on the "Public Computer Use Policy and Form" will be updated to be called computers "left, center, and right." Susan moved to adopt the form as amended. Jen seconded the motion. All voted in favor.

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

Treasurer's Report: The landscaping line has not been spent because the Friends of the Library have generously paid for the library's landscaping needs; these funds could be reallocated to places of need such as painting or tables and chairs for the downstairs room. The materials line is under budget, but some books are backordered and more books will be ordered this year. The technology line is under budget; it could be used this year to replace some computers. Laura moved to adopt the treasurer's report. Jen seconded the motion. All voted in favor.

Library Director's Report:

- The 2019 proposed budget was discussed. The furniture line is increased to purchase more dynamic furniture for the much-used meeting room. The landscaping line is reduced because the Friends of the Library and volunteers maintain the gardens free of cost. The museum passes line is increased due to an additional pass added in 2018. Currently, this is only a \$350 increase from the 2018 budget.
- Library hours: Cara looked at gate and circulation data and proposed new hours based on days/times with higher traffic. They will change January 1st, 2019.
- The water dispenser referenced in the report has been purchased.
- Susan moved to add the director's report to the minutes. Laura seconded the motion. All voted in favor.

Old Business: The volunteer appreciation social will be Sunday, 11/18/19, at 3:00pm. The Giffin Estate includes thousands of books; Cara collected some books from the estate, but the library isn't interested in claiming the entire collection.

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

The meeting was adjourned at 8:03pm.

Next meeting: Wednesday, November 14, 2018, at 6:30pm.

Respectfully submitted,

Allison Friend-Gray

Budget vs. Actual

January 1 through October 16, 2018

	Jan 1 - Oct 16, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	44,295	44,295	0	100%
Total Income	44,295	44,295	0	100%
Expense				
Alarm System	962	980	-18	98%
Cleaning	7,667	9,800	-2,133	78%
Furniture	100	200	-100	50%
Landscaping	0	300	-300	0%
Library Automation	1,900	2,100	-200	90%
Maintenance	804	2,500	-1,696	32%
Materials	13,010	18,500	-5,490	70%
Mileage	0	150	-150	0%
Miscellaneous	322	350	-28	92%
Museum Passes	2,229	1,390	839	160%
Postage	169	175	-6	97%
Prof. Dues/Continuing Educ.	585	600	-15	98%
Programming	2,287	2,000	287	114%
Repairs--Equipment	0	500	-500	0%
Supplies	1,875	2,750	-875	68%
Technology	588	2,000	-1,412	29%
Total Expense	32,498	44,295	-11,797	73%
Net Ordinary Income	11,797	0	11,797	100%
Other Income/Expense				
Other Income				
Donations restricted-programmin	300	0	300	100%
Fines	1,094	0	1,094	100%
Donations	320	0	320	100%
Photocopier	1,041	0	1,041	100%
Interest Income (Savings)	125	0	125	100%
Total Other Income	2,880	0	2,880	100%
Other Expense				
Materials (paid w/fines/copier)	25	0	25	100%
Supplies paid w/copier funds	10	0	10	100%
Materials (paid w/donations)	466	0	466	100%
Materials (paid w/fines)	2,405	0	2,405	100%
Museum passes (pd w/donations)	180	0	180	100%
Programming (pd w/donations)	450	0	450	100%
Supplies-pd w/fines/copier fund	93	0	93	100%
Photocopier expense	699	0	699	100%
Total Other Expense	4,328	0	4,328	100%
Net Other Income	-1,448	0	-1,448	100%
Net Income	10,349	0	10,349	100%

Director's Report – 10.17.18

Circulation & Usage Statistics

- September's foot traffic and circulation slightly decreased but saw an increase year over year. Our Overdrive check outs are maintaining, which is excellent.
- Facebook Page Likes: 6 new page likes in August; 464 total
- Instagram Followers: 3 more followers in August; 83 total
- Website traffic – Total site views per month:
 - September 2018: 1,885
 - August 2018: 1,801
 - July 2018: 1,817
 - June 2018: 1,703
 - May 2018: 1,361
 - April 2018: 1,695
 - 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, LEGO Club, and Crafternoon make up our weekly programs. They have experienced a dip in attendance, which may be attributed to transportation. However, the children and families attending are providing positive feedback about the quality of the programs.
 - Upcoming programs:
 - Library at the Recreation Halloween Party
 - Family Book Group – Meets 11/10
- **Adult Programming:**
 - Our September adult programs had excellent attendance, positive feedback, and were hosted at no cost.
 - New England Lighthouses (25)
 - Overdrive Workshop (2)
 - Estate Planning (15)
 - Seed Library Meeting & Seed Saving Workshop (10)
 - Upcoming October programs:
 - Documentary: (Dis)Honesty: The Truth about Lies
 - Preston Heller: The Mentalist
 - Friends Book Sale runs from 11/2-11/14

Technology

- Nothing to report.

Banking/Financials

- Balances as of 10/10/18:
 - Operating: \$16,415
 - Debit: \$513.12
 - Fines/Copier: \$3,615
 - Donations: \$8,784

Staffing

- Nothing to report.

Trustees

- Susan and Jen's term ends in March 2019.
- Chris and Laura's term ends in March 2020.
- Allison's term ends in March 2021.

Collection

- Sections of the collection have relocated with the rearrangement of the first floor. Most of the feedback from patrons has been positive regarding the changes.

Meeting Room

- The meeting room is seeing increased usage by non-library groups, which is fantastic. The library is also hosting quite a few programs, sometimes consecutively, creating a need for more dynamic furniture (see below).

Furniture

- With the new first floor arrangement and increased use of the meeting room, the staff and I have started discussing and researching new furniture. The meeting room would be the priority with easy to move tables and chairs, potentially on wheels and foldable. These ideas were presented to The Friends who are willing to provide some funds.

Building/Grounds Maintenance

- The first-floor rearrangement has started. We plan to 'live' with the current arrangement and see how it goes before making any other substantial moving.
- Garden maintenance: Two patrons have volunteered to assist with maintaining the garden.
- Capital Improvement:
 - Water filtration system: Estimated cost is \$6,100. However, additional quotes were requested.
 - Parking lot configuration: Cost is unknown as feasibility study would need to be done.
- Since the water is not drinkable, staff have requested a water dispenser.

Policies & Procedures

- Internet policy: Include form for parents to sign (Attached)
- Public Computer Use Policy & Form: Adjust form as follows:
 - Computer 1 (LEFT); Computer 2 (MIDDLE); Computer 3 (RIGHT)
- Proposed new library hours to possibly begin January 2019.

Day	Current Hours	Proposed Hours
Mon	Closed	Closed
Tues	9:30 – 5:00 (7.5)	10:00 – 5:00 (7)
Wed	9:30 – 8:30 (11)	10:00 – 8:00 (10)
Thurs	9:30 – 8:30 (11)	10:00 – 8:00 (10)
Fri	9:30 – 5:00 (7.5)	10:00 – 5:00 (7)
Sat	9:30 – 1:00 (3.5)	9:00 – 2:00 (5)
Sun	1:00 – 4:00 (3)	12:00 – 4:00 (4)
Total	43.5 hours	43 hours

Budget

- 2019 budget worksheet due to the town administrator on 11/5. Attached is the proposed budget.

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Library Statistics Ending September 30, 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	2689	463
May	1794	1810	2521	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552
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	26456	4397

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	2374						
May	N/A	2776	3142	3207	2795						
Jun	N/A	2476	3198	3010	2653						
Jul	N/A	3262	3477	2871	3226						
Aug	N/A	2936	3649	3211	3135						
Sep	N/A	3039	2827	2569	2658						
Oct	N/A	2660	2746	2936							
Nov	2321	2667	2441	3330							
Dec	2140	2375	2261	2377							
Total	4461	31084	33691	32821	24105	0	0	0	0	0	0

Library Statistics Ending September 30, 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 searches	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	3
Apr	99	12	10	7	200	8	59	97	34	107	181	7	13
May	108	13	12	7	201	6	58	85	10	85	137	0	0
Jun	132	15	20	5	152	7	55	90	16	95	30	0	0
Jul	54	20	20	11	443	4	28	55	24	97	814	0	0
Aug	138	15	15	10	229	5	40	60	20	85	842	0	0
Sep	87	18	15	7	67	10	103	65	5	85	476	0	0
Oct													
Nov													
Dec													
Total	898	130	148.5	68	1839	74	613	750	156	802	2958	603	16

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 searches	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

PUBLIC COMPUTER & WIRELESS INTERNET USE
PARENTAL CONSENT FORM

The below minor has my permission to use the computer, internet and/or wireless internet in the Blaisdell Memorial Library. As the parent/legal guardian, I understand and acknowledge that my child must comply with the computer and internet use policies.

Parents/Legal guardians who allow their children to access the internet should be aware that the Blaisdell Memorial Library assumes no responsibility for its quality, accuracy or currency. Please be sure to read the Technology Policies before proceeding.

DATE: _____

MINOR'S NAME: _____

DATE OF BIRTH: _____ GRADE LEVEL: _____

PHONE #: _____

LIBRARY BARCODE #: _____

Parent/Legal Guardian's Signature

PUBLIC COMPUTER USE POLICY & FORM
Public PC #s 1-3 – General Use Computers (Front of Library)

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Unacceptable uses of the service will result in suspension or revocation of internet use privileges. Use of the library's public computers indicates agreement to abide by the policies below.

- Computer use is offered in thirty (30) minute sessions on a first-come, first-serve basis. Each user is allowed one session. If there is no patron waiting for a computer at the end of a session, the user can extend his/her session until such time as another patron needs use of the computer.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. Users will not use library computers for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree to not incur any costs for the library through their use of the internet service.
- Users shall not knowingly create and/or distribute any computer viruses.
- Users shall not deliberately or willfully alter the library computers, peripheral equipment, programs, or computer settings.
- Users should remove any items that were downloaded or saved to the computer at the conclusion of their session

[illegible]