

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 6, 2019

Present: Allison Friend-Gray, Jim Kelly, Cara Marsh, Susan Medeiros, Deb Merrick, Jen Phillips

The meeting was called to order at 6:33pm.

Policy Updating/Current Task: The interlibrary loan policy needs to be updated to limit the number of renewals to one renewal. Cara will rewrite the policy and present it at the next meeting.

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

Treasurer's Report: The budget is at \$0 because we haven't been to town meeting yet. Susan moved to accept the treasurer's report. Allison seconded the motion. All voted in favor.

Library Director's Report:

- The interior painting project has stopped for now; the office, children's room, and meeting room remain to be painted. We will revisit painting after summer break.
- Cara will continue to pursue an electrician to clean up wires and add outlets. It is a safety concern and must be completed.
- We discussed of the auto-renew feature of the Apollo online catalog. Cara and Allison will further explore the pros and cons of having this feature turned on.
- At the next meeting, Cara will present TixKeeper.
- Susan moved to add the director's report to the minutes. Allison seconded the motion. All voted in favor.

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

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

Allison: Yes

Jim: Yes

Susan: Yes

Deb: Yes

Jen: Yes

Entered nonpublic session at 7:40pm.

Personnel issues were discussed.

At 7:55pm, Cara left nonpublic session.

Her performance evaluation was discussed.

At 8:10pm, Cara rejoined nonpublic session to discuss her performance over the past year and a half.

At 8:35pm, Jen moved to leave nonpublic session and return to public session. Allison seconded the motion. The motion passes.

Old Business:

- None

New Business:

- Monthly tasks are on track to be up to date.
- Susan moved to accept any and all donations. Jen seconded the motion. All voted in favor.

The meeting was adjourned at 8:43pm.

Next meeting: Wednesday, April 17, 2019, at 6:30pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through February 5, 2019

Accrual Basis

	Jan 1 - Feb 5, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
Alarm System	360	0	360	100%
Cleaning	875	0	875	100%
Maintenance	23	0	23	100%
Materials	3,707	0	3,707	100%
Miscellaneous	20	0	20	100%
Museum Passes	250	0	250	100%
Supplies	101	0	101	100%
Technology	2	0	2	100%
Total Expense	5,338	0	5,338	100%
Net Ordinary Income	-5,338	0	-5,338	100%
Other Income/Expense				
Other Income				
Fines	67	0	67	100%
Photocopier	143	0	143	100%
Total Other Income	210	0	210	100%
Other Expense				
Maintenance (pd with donations)	1,179	0	1,179	100%
Supplies paid w/copier funds	210	0	210	100%
Materials (paid w/donations)	187	0	187	100%
Materials (paid w/fines)	879	0	879	100%
Total Other Expense	2,455	0	2,455	100%
Net Other Income	-2,246	0	-2,246	100%
Net Income	-7,584	0	-7,584	100%

Director's Report – 3.6.19

Circulation & Usage Statistics

- Circulation and foot traffic saw a slight decrease from January to February, which can be attributed to only two weeks of children's programming and low patronage during school vacation week.
- Facebook Page Likes: 6 new page likes in February; 490 total
- Instagram Followers: 2 new followers in February; 90 total

Programming

- **Children's Programming:**
 - Story Time, LEGO Club, and Crafternoon attendance was consistent in February.
 - Children's yoga/story time is popular and well-received. Robin and Brooke will offer it for the PreK children this session.
 - The drop-in craft during school vacation week was very well-attended! We also collaborated with the Recreation Department for a vacation week matinee and popcorn.
 - The BYG (middle school group) has formed their own direction and may become a gaming group. Dan is working very well with them to facilitate programs and activities related to their interests.
- **Adult Programming:**
 - Our February adult programs had good attendance and positive feedback.
 - Game & Gab (3)
 - Seed Library (6)
 - Afternoon Book Group (10)
 - Evening Book Group (13)
 - Cookbook Group (16)
 - Personal History Workshops (15)
 - Allison is heading the seed library and working very well with our seed library 'friends' to build the collection of seed packets and offer educational programming. The March meeting will feature a beekeeping and pollinator garden presentation.

Technology

- The estimate for the electrician to 'clean up' the wires and add outlets for the new location of the public computers is about \$1,500-\$2,000.
- The patron computers will now log off after 20 minutes of inactivity and delete any files and shortcuts added to the computer. Users will get a 2-minute warning.
- Dick Blouin is working on a solution for removing saved passwords and login credential saved in all browsers.

Banking/Financials

- Not currently available.

Staffing

- Request to go into private session to discuss a personnel issue.

Trustees

- Welcome, Jim Kelly. We are pleased to have you as a new alternate trustee.

Collection

- Allison and Cara are working on ‘cleaning up’ the catalog in the back end to maintain consistency and efficiency.
- TixKeeper (web-based solution for managing museum passes) was presented to the staff and they were very interested in adding this service.

Meeting Room

- The broken pieces of the meeting room tables were replaced, and 2 more tables were ordered.
- The broken individual serve coffee maker was replaced.

Furniture

- 2 more tables for the meeting room and the first-floor café table were ordered. The 2 high chairs for the café table arrived.
- Potential meeting room chairs are selected and added to the wish list.

Building/Grounds Maintenance

- Interior painting of the first floor, stairwell, and bathrooms is complete.

Policies & Procedures

- Logo/branding design and colors are in the works. We met with a logo designer recently and we will have a few ideas within the next few weeks.
- ILL Borrowing Policy: Request to add a limit to the number of times we request a renewal from lending libraries (page 6).

Budget

- The town issued our first installment and was deposited.

Library Statistics Ending February 28, 2019

Monthly Circulation (includes print & e-resources)

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	2695					
Feb	N/A	1846	2128	2100	2375	2240					
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	2943						
Nov	2321	2667	2441	3330	2541						
Dec	2140	2375	2261	2377	2266						
Total	4461	31084	33691	32881	31855	4935	0	0	0	0	0

Library Statistics Ending February 28, 2019

2019 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Ancestry searches	EBSCO searches	Website Traffic
Jan	225	12	45	6	173	9	85	11	85	177	19	1734
Feb	170	10	50	5	97	10	64	24	70	213	36	1399
Mar												
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	395	22	95	11	270	19	149	35	155	390	55	3133

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	Website Traffic
Jan	85	9	8	6	166	13	77	113	9	79	145	467	TBD	1692
Feb	110	14	51.5	7	175	10	73	91	26	84	279	127	TBD	1626
Mar	85	14	12	8	206	11	120	94	12	85	54	2	3	1554
Apr	99	12	10	7	200	8	59	97	34	107	181	7	13	1695
May	108	13	12	7	201	6	58	85	10	85	137	0	0	1361
Jun	132	15	20	5	152	7	55	90	16	95	30	0	0	1703
Jul	54	20	20	11	443	4	28	55	24	97	814	0	0	1817
Aug	138	15	15	10	229	5	40	60	20	85	842	0	0	1801
Sep	87	18	15	7	67	10	103	65	5	85	476	0	0	1885
Oct	94	15	25	4	170	8	88	80	14	60	345	0	0	1596
Nov	153	24	15	4	88	8	89	90	9	57	35	0	0	1279
Dec	75	7	21	6	149	6	55	95	17	65	28	0	0	1266
Total	1220	176	24.5	82	2246	96	845	1015	196	984	3366	603	16	19275