

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

April 17, 2019

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

The meeting was called to order at 6:35pm.

Policy Updating/Current Task:

- The interlibrary loan policy has been updated to limit the number of renewals to one renewal. Susan moved to accept the ILL Borrowing Policy as amended in the director's report. Jen seconded the motion. All voted in favor.
- To consider at the next meeting: Possibly increasing 20 item check-out limit to 30 items.

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

Treasurer's Report: The supply line is being used quickly, but has been supplemented with copier money. The programming line will be largely used by summer programming; some other programs can be paid through the donations account. Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

Library Director's Report:

- March was a great month!
- Susan moved to add the director's report to the minutes. Laura seconded the motion. All voted in favor.

Allison moved to enter Nonpublic Session. Laura seconded the motion.

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

Laura: Yes

Allison: Yes

Susan: Yes

Jen: Yes

Entered nonpublic session at 7:11pm.

Personnel issues were discussed.

At 7:34pm, Jen moved to leave nonpublic session and return to public session. Laura 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. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 7:45pm.

Next meeting: Wednesday, May 8, 2019, at 6:30pm.

Respectfully submitted,

Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through April 9, 2019

Accrual Basis

	Jan 1 - Apr 9, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	22,258	44,515	-22,258	50%
Total Income	22,258	44,515	-22,258	50%
Expense				
Alarm System	360	970	-610	37%
Cleaning	2,450	9,800	-7,350	25%
Furniture	353	900	-547	39%
Library Automation	0	1,900	-1,900	0%
Maintenance	53	2,500	-2,447	2%
Materials	6,712	18,500	-11,788	36%
Mileage	0	125	-125	0%
Miscellaneous	310	350	-40	89%
Museum Passes	472	3,090	-2,619	15%
Postage	0	175	-175	0%
Prof. Dues/Continuing Educ.	0	600	-600	0%
Programming	939	2,200	-1,261	43%
Repairs--Equipment	193	500	-307	39%
Supplies	1,654	2,750	-1,096	60%
Technology	356	1,700	-1,344	21%
Total Expense	13,851	46,060	-32,209	30%
Net Ordinary Income	8,407	-1,545	9,952	-544%
Other Income/Expense				
Other Income				
Fines	258	0	258	100%
Donations	1,325	0	1,325	100%
Photocopier	350	0	350	100%
Interest Income (Savings)	2	0	2	100%
Total Other Income	1,935	0	1,935	100%
Other Expense				
Maintenance (pd with donations)	4,192	0	4,192	100%
Supplies paid w/copier funds	481	0	481	100%
Materials (paid w/donations)	507	0	507	100%
Materials (paid w/fines)	1,571	0	1,571	100%
Photocopier expense	233	0	233	100%
Furni&equip.(paid w/donations)	2,373	0	2,373	100%
Total Other Expense	9,356	0	9,356	100%
Net Other Income	-7,422	0	-7,422	100%
Net Income	985	-1,545	2,530	-64%

Director's Report – 4.17.19

Circulation & Usage Statistics

- March was busy! We saw over a 200 increase in foot traffic and over 500 more circulations in March, which can be attributed to the long month, increase in adult programs and 2 additional children's programs.
- Facebook Page Likes: 9 new page likes in February; 499 total
- Instagram Followers: 0 new followers in February; 90 total

Programming

- **Children's Programming:**
 - Story Time, LEGO Club, and Crafternoon attendance saw a slight decrease in March, particularly because the school started a LEGO League, which has drawn a few kids away.
 - Children's yoga/story time was well-attended and in order to reach all children we will offer a Tuesday afternoon yoga session for Grades 1-3.
 - The 2 movie matinees were popular!
 - 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.
 - The Summer Reading schedule is complete, programs are in the planning process, and soliciting for donations and prizes has begun.
- **Adult Programming:**
 - Our March adult programs had good attendance and received positive feedback.
 - Game & Gab (4)
 - Afternoon Book Group (12)
 - Evening Book Group (22)
 - Cookbook Group (15)
 - Beekeeping & Pollinator Gardens (17)
 - Documentary: 3 Identical Strangers (15)
 - Bear Safety (35)
 - The Seed Library is doing quite well and our volunteer group has renamed themselves "Nottingham Homestead and Garden Club". The end of April begins a 3-part organic gardening course.

Technology

- Black and white printer is having problems and may need to be replaced in the near future.
- A new laptop was purchased for the meeting room for all programming.
- The electrician completed:
 - Additional outlets by the patron computers
 - Additional outlet in the meeting room and relocation of the outlet on the ceiling to behind the TV
- Electrician needs to complete:
 - Tracking to cover wires from the wall out to the copier, scanner and printer.

Banking/Financials

- Operating: \$14,231
- Debit: \$48
- Copier/Fines: \$990

- Donations: \$9,302

Staffing

- Request to go into private session to discuss a personnel issue.
- Staff reviews begin at the end of April.

Trustees

- Nothing to report.

Collection

- TixKeeper (web-based solution for managing museum passes) was presented to the staff and they were very interested in adding this service. Cara will contact Plymouth Rocket by the end of April to get this process started.

Meeting Room

- The demand for the library's meeting space is increasing. We have three groups that use the meeting room regularly each month. We are accommodating simultaneous programs and meetings with our young adult area.

Furniture

- New book cases for the picture books in the children's room are arriving from the Dover Public Library.
- Potential meeting room chairs are selected and added to the wish list. It would be worthwhile to begin ordering in smaller sets by the end of this year depending on how we want to spend our funds.

Building/Grounds Maintenance

- Nothing to report.

Policies & Procedures

- Logo/branding design is almost complete! Please see attached.
- Loan Periods Policy:
 - C.4. Increase 20 item limit to 30 items?
- ILL Borrowing Policy:
 - D.1.d. While the Blaisdell Memorial Library can request materials for a specific period of time, loan periods for ILL materials are established by the lending library. *The BML will only request up to one renewal from the lending library.*

Budget

- Nothing to report.

Library Statistics Ending March 31, 2019

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 OD	Total 2018	2018 OD	2019 Total	2019 OD
Jan	1856	1845	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621
Feb	1581	1789	2512	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614
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	3257	629		
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590		
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546		
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	10669	1803

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	2668					
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	32821	31855	7603	0	0	0	0	0

Library Statistics Ending **March 31, 2019**

2019 Miscellaneous Library Usage Statistics

Month	<i>Total materials added</i>	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	130	22	46	6	242	9	131	19	75	291	TBD	1429
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	525	44	141	17	512	28	280	54	230	681	55	4562

2018 Miscellaneous Library Usage Statistics

Month	<i>Total materials added</i>	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	224.5	82	2246	96	845	1015	196	984	3366	603	16	19275

