

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

December 4, 2019

Present: Liz Bolton, Allison Friend-Gray, Jim Kelly, Susan Medieros, Jen Phillips

The meeting was called to order at 6:37pm.

Policy Updating/Current Task:

- The Trustee By-Laws are now on file.
- The alarm codes have not yet been changed.
- The Head of Circulation and Children's Librarian positions are open. It may be possible to combine them into one full-time, benefitted position.
- The 2020 budget draft has been given to Chris Sterndale.

Secretary's Report: The minutes of the November meeting were not available to be reviewed.

Treasurer's Report: There is no treasurer's report.

Library Director's Report:

- Zeb and Liz are working to put together some children's activities that can be implemented after he leaves.
- When TixKeeper is up and running, patrons can reserve online but must come in to the library to pick up passes.
- Allison moved to add the director's report to the minutes. Jen seconded the motion.

Old Business:

- Liz is in contact with a person who might volunteer to run a chess club.

New Business:

- Allison moved to accept any and all donations. Jen seconded the motion.
- Monthly tasks are on track to be up to date.

The meeting was adjourned at 7:32pm.

Next meeting: January 15th, 2020, at 6:30pm.

Respectfully submitted,
Allison Friend-Gray

Director's Report 12.4.19

Circulation and Usage Statistics:

- In a continuing trend, circulation went down from November 2018, 2018 saw 3228 circulations with 2019 coming in at 2324 circulations, a drop of 28%. Gate count was slightly lower for November of 2019, dropping from 2541 visits in 2018 to 2381 visits in 2019, a decrease of 6%.
- Facebook Page visited 77 times in past 28 days, likes: no new page likes in November; 537 total likes. 575 total followers

Programming:

- **Children's Programming:**
 - Regular Crafternoon and LEGO Club
 - Passive Thanksgiving program: hand weaving for all ages
 - BYG Kickoff event had one attendee
- **Adult Programming:**
 - Game & Gab (4)
 - Evening Book Group (7)
 - Afternoon Book Group (8)
 - Cookbook Group (11)
 - Garden Club & Seed Library (3)

Technology:

- Director's PC cleaned and cleared and brought into use as a second research computer for patrons.
- Research computers moved to high table in back stacks area
- All staff computers have been updated to latest Microsoft Office 365. Patron computers are in process.

Banking/Financials: (As of 12.3.19)

- Operating: \$4122
- Debit: \$499
- Copier/Fines: \$1513
- Donations: \$8201

Staffing:

- Posting for Head of Circulation position: Liz spoke with two candidates – one had found another job, other unsure of drive in winter. Another, unsolicited seeker has just come in. Has children's experience, will get in touch.
- Zeb Wimsatt, Children's Librarian, handed in his notice on December 2. Will need to search for that position as well. Possible to get full-time AD/Children's person?

Collection:

- Dan did a trial run of the inventory program on some shelves in YA. Looks to be working well. Will start full inventory by 2020 or earlier if it is very quiet.

Policies and Procedures:

- Still working out the kinks on the statewide ILL system. Most requests are coming in without issues.
- Will be starting a trial run of TixKeeper. Information regarding set up has been sent to Plymouth Rock so they can build our platform, billing will start in January.

Budget:

- Budget seems tight, we've slowed ordering and should just be able to squeak through to the new year.
- Rough budget handed in to Chris S. Have not had any updates.

Library Statistics Ending November 30, 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	3263	550
May	1794	1810	2521	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572
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	35817	6379

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	2462					
May	N/A	2776	3142	3207	2795	3137					
Jun	N/A	2476	3198	3010	2653	2586					
Jul	N/A	3262	3477	2871	3226	3108					
Aug	N/A	2936	3649	3211	3135	3150					
Sep	N/A	3039	2827	2569	2658	2764					
Oct	N/A	2660	2746	2936	2943	3120					
Nov	2321	2667	2441	3330	2541	2381					
Dec	2140	2375	2261	2377	2266						
Total	4461	31084	33691	32821	31855	30311	0	0	0	0	0

Library Statistics Ending November 30, 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	130	22	46	6	242	9	131	19	75	291	0	1429
Apr	142	7	50	8	158	12	100	18	70	262	158	1510
May	139	18	52	4	105	9	104	13	75	94	0	1469
Jun	145	26	55	4	115	7	47	15	70	120	11	1928
Jul	166	19	30	5	65	5	45	12	49	233	7	1398
Aug	73	35	32	2	94	6	41	24	51	179	25	1487
Sep	134	15	30	2	85	7	54	7	58	114	4	1501
Oct	105	16	36	2	91	6	58	11	56	171	0	1627
Nov	44	15	45	4	97	6	51	13	49	155	0	1197
Dec												
Total	1324	195	458	48	1322	86	780	167	708	2009	260	16679

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	224.5	82	2246	96	845	1015	196	984	3366	603	16	19275