

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

June 10, 2020

Present: Liz Bolton, Kate Dupuis, Allison Friend-Gray, Jim Kelly, Lorraine Petrini, Jen Phillips
The meeting was called to order at 6:36 pm.

Policy Updating/Current Task:

- Reopening policies and challenges were discussed. A “soft reopening” by appointment is coming soon with intended hours Tues 10-4, Wed 2-8, Thurs 10-4. Curbside pickup will also continue.
- The new policies for use of the library will be posted prominently at the entrance. A list of policies will be included in curbside packages and posted on the website and social media.
- Patrons will be encouraged to wear masks and gloves while in the library. Computer keyboards and mice will be swapped out after each use.
- Returned library items will be sanitized passively by isolation for the required period of time.

Secretary’s Report: The minutes of the May meeting were reviewed. Lorraine moved to accept the report. Jim seconded the motion. All voted in favor.

Treasurer’s Report: The budget was reviewed. Liz and the Trustees will attend town meeting for the vote on the town budget. Allison and Jen will meet at TD Bank to change signatures on the account. Jim moved to accept the report. Lorraine seconded the motion. All voted in favor.

Library Director’s Report:

- Circulation with curbside pickup increased 50% over April. Overdrive also saw a new high
- The book drop reopened. About 900 items remain out. Overdue fines are postponed until July.
- The State Library purchased a two year contract for the READsquared Virtual Summer Reading Program. Staff is working to personalize it for Blaisdell patrons.
- The State Library’s ILL program is still down. Liz will test interest for an ad hoc loan program with libraries in neighboring towns.
- Most of the staff are returning as necessary as the library reopens. Some will work remotely.
- Baker and Taylor has resumed sending shipments.
- The lift passed inspection

Old Business:

- Allison resigned as secretary of the board. Jen nominated Allison as treasurer of the board and Lorraine seconded. All voted in favor.
- Allison nominated Jim as secretary of the board. Jen seconded. All voted in favor.

New Business:

- Monthly tasks are being assessed given the challenges of reopening. Liz and Jen will coordinate any changes necessary to the building.
- Jim moved to accept the donation of a thermometer. Lorraine seconded the motion. All voted in favor.

The meeting was adjourned at 8:08pm.

Next meeting: July 16, 2020, at 6:30pm.

Respectfully submitted,

Jim Kelly

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through June 8, 2020

	Jan 1 - Jun 8, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	23,500	47,000	-23,500
Total Income	23,500	47,000	-23,500
Expense			
Alarm System	612	1,000	-388
Cleaning	2,625	9,800	-7,175
Furniture	0	500	-500
Library Automation	1,800	1,900	-100
Maintenance	523	2,500	-1,977
Materials	7,514	19,500	-11,986
Mileage	0	100	-100
Miscellaneous	11	500	-489
Museum Passes	1,249	3,400	-2,151
Postage	0	150	-150
Prof. Dues/Continuing Educ.	0	600	-600
Programming	100	2,200	-2,100
Repairs--Equipment	0	350	-350
Supplies	1,063	3,000	-1,937
Technology	680	1,500	-820
Total Expense	16,177	47,000	-30,823
Net Ordinary Income	7,323	0	7,323
Other Income/Expense			
Other Income			
Fines	432	0	432
Donations	2,680	0	2,680
Photocopier	263	0	263
Interest Income (Savings)	73	0	73
Total Other Income	3,448	0	3,448
Other Expense			
Supplies paid w/copier funds	80	0	80
Photocopier expense	466	0	466
Total Other Expense	546	0	546
Net Other Income	2,902	0	2,902
Net Income	10,225	0	10,225

Director's Report 6.10.20

(Library closed to public month of May 2020)

Circulation and Usage Statistics:

- Circulations are limited to our curbside 'porch pickup' service. Circulations in this manner went up to 440, a nearly 50% increase over April.
- Overdrive saw yet another new high with 693 checkouts in May.
- Due dates of items were changed again to reflect a new date of June 16.
- The book drop reopened on May 30. Patrons can use the book drop or bins – which are placed out daily when there is staff in the library - to return their materials. From a high of 1602 items out in April/May, we now have 971 items remaining out with more returning daily.
- Facebook Page visited 252 times in past 28 days, likes: 2 new page likes in May; 562 total likes. 599 total followers
- **Children's Programming:**
 - Jessie is posting several times per week on Facebook. She has been able to post story times from different venues (Coastal Maine Gardens) and Harry Potter readings by Daniel Radcliffe. These were a couple of our more popular ones. Jessie also puts a LEGO challenge out on Thursdays and has been getting more creative with these – sometimes actually using her own garden as a prop.
 - The New Hampshire State Library decided to purchase the READsquared platform for the Virtual Summer Reading Program. The NHSL signed a two-year contract, so we hope to be able to utilize it year-round for different types of programming. We've already created an account and Jessie is doing the work to personalize it. There will be weekly themes for the summer and 'grab & go' bagged crafts. As school is already out, rather than waiting until July to start summer reading, we'll be starting it in a week (June 16) and are working on getting the homepage updated to go live at that point. After polling some parents, we have decided not to pay for any virtual performances. The return on investment would be exceptionally low as all parents polled stated that they were not interested in such programs.
 - Dan is getting up to speed on READsquared so that he can work with the YAs and children as well.
- **Adult Programming:**
 - Afternoon Book Group – is still running their group via Zoom with 6-8 people each time. We have been told by the state that the ILL system (by which we get book group books) will be down for some time: 'too many moving parts'.
 - Adult Summer Reading will be via READsquared as well.

Technology:

- Dick stopped by again to give some advice on keyboard cleaning and swapping out keyboards. We have enough keyboards and mice that we can simply keep a stack of clean ones in the office and when we assign a computer to a user – we will just bring out a clean one for them. Then, we will clean those off and reuse as needed.

Banking/Financials: (As of 6.8.20)

- Operating: \$12875
 - Debit: \$285
 - Copier/Fines: \$1506
 - Donations: \$8779
- When possible, a transfer of \$500 from operating to debit will be necessary to cover ongoing debit transactions from HP and Amazon purchases.

Staffing:

- Our Head of Circulation is now working in-library on Tuesdays, Wednesdays, Thursdays, and Saturdays. This has enabled us to offer additional curbside (porch) delivery on Thursday evenings from 5-8, and on Saturdays from 10-1.
- Our Page is working a weekly two-hour shift on Friday mornings from 10-12 reshelving all materials that have come in and been through quarantine. This is an enormous help with the volume of returned materials being significant.
- Our ILL Library Assistant is returning to her regular T/Th 1-5 shift the week of June 8. Wendy will be rearranging the circulation area so that all frequently touched stuff (pens, etc.) are put away while also arranging the desk and it's environs to make it easy for staff to use while discouraging patron access to staff areas.
- One Library Per Diem has asked to be taken off regularly scheduled shifts as she has been offered more hours at her other position. She would like to be considered on-call as needed.
- Our Children's Librarian continues to work from home for the present. She is continuing work on the summer reading program, working on book lists for children, and planning for possible outside activities in conjunction with summer reading.
- Gina Hill continues to deep clean the library in addition to her usual cleaning duties.
- We may have some work at home opportunities for other staff who are not comfortable coming in with the assembly of grab and go craft kits for the summer reading program.

Collection:

- Adult collection has been weeded and is just below 18000 items.
- Baker and Taylor has resumed sending out shipments.

Policies and Procedures:

- We have been in contact with the town, the town hall will be opening by appointment the week of June 8. Liz is in touch with Chris S. to get feedback on how it works there and will update him on the library's plans so they can let residents know.
- Basic plan for reopening is by appointment three days per week at first to allow us time to adjust to new procedures. Intended days/hours will be Tues: 10-3, Wed: 2 – 8, and Thurs: 10-3. This is a starting point for June. Depending upon how this works, we may open it up further in July on a 'number in the building' basis of 3-4 people per floor as allowances need to be made for family groups or couples who typically visit together. Patrons will be asked to call for appointments which will range from 30 minutes to an hour should someone need extensive computer time.
- Patrons will be advised that, due to social distancing guidelines, computer help will be minimal.
- We will continue with curbside (Thurs: 5-8, Fri: 12-5, and Sat 10-1) in conjunction with opening to allow those in more vulnerable groups access to library materials as well as maintain more 'open' library hours.
- We will be arranging the upper floor so that patrons will have access to sanitizer, gloves, and masks if they want/need to use them although we are requesting that masks be used while in the library and that those wishing to browse the stacks use gloves. We will ask patrons to place picked up but not checked out items in a special shelving area where they can be sanitized before we return them to the shelf.
- Staff are asked not to come to work if they are feeling any potential symptoms or if they are unsure.
- Staff will be asked to wear masks or face shields when working with the public and will have to wash their hands when they come in, after working with returned materials or doing on-site checkouts, and prior to leaving for the day.
- We moved all processing of library materials down to the conference room to allow for social distancing among staff when more than one person is in the building.
- We will have cleaning solution and paper towels available to have staff disinfect door handles, railings, and circulation desk high touch areas on a regular basis during the day.
- As guidelines change, we will change.

Budget:

- The lift is being cranky. On the original inspection day of May 11, it passed everything including the weight test, but could not be signed off as a cover for an alarm button (plastic) was missing. Tech felt that it had cracked and fallen into the shaft at some point. Part was ordered and tech rescheduled to come out on June 8@9:30. Alarm button was installed and alarm working but then lift would not work. Somehow batteries had lost their charge. Tech left them charging and Liz will test the lift after 24-48 hours. If it works, it has passed inspection. If not, it will need battery replacement. With the two service calls so far, we have spent nearly \$1000 of our maintenance budget on the lift. If it needs battery replacement, we'll be spending more.

- With Baker and Taylor not sending out orders for so long, our budget looks extremely healthy. As we order more materials, more is being spent, but there is additional money for summer reading performers and materials that we will not be spending that we can use elsewhere if necessary.

Library Statistics Ending May 31, 2020

Monthly Circulation (includes print & e-resources)

Month	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	Total 2017 OD	Total 2018	2018 OD	2019 Total	2019 OD	2020 Total	2020 OD
Jan	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625
Feb	2512	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568	2323	619
Mar	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558
Apr	2518	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643
May	2521	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693
Jun	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541		
Jul	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626		
Aug	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561		
Sep	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570		
Oct	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604		
Nov	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572		
Dec	2657	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562		
Total	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	7171	3138

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	2648				
Feb	N/A	1846	2128	2100	2375	2240	2121				
Mar	N/A	2522	2981	2552	2649	2668	1248				
Apr	N/A	2636	2638	2590	2374	2462	0				
May	N/A	2776	3142	3207	2795	3137	0				
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	2021					
Total	4461	31084	33691	32821	31855	32332	6017	0	0	0	0

Library Statistics Ending May 31, 2020

2020 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	43	14	5	16	120	6	46	9	69	117	0	1672
Feb	109	8	4	16	185	8	52	19	76	19	0	1425
Mar	35	1	0	4	23	6	91	4	38	40	0	1171
Apr	14	6	0	0	0	0	0	0	0	121	0	1249
May	0	2	0	0	0	0	0	0	0	429	0	1222
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	201	25	9	36	328	20	189	32	183	726	0	6739

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	1736
Sep	134	15	30	2	85	7	54	7	58	114	4	1659
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	1215
Dec	113	6	31	6	67	4	52	12	51	148	0	1257
Total	1586	201	502	54	1389	90	832	179	759	2157	260	18361