

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

July 16, 2020

Present: Liz Bolton, Allison Friend-Gray, Jim Kelly, Lorraine Petrini, Jen Phillips

The meeting was called to order at 6:31 pm.

Policy Updating/Current Task:

- We discussed what changes we might make to the current schedule to reflect traffic patterns. We may open Saturdays and shift times on Tuesday, Wednesday, Thursday, but it's important not to change hours too often. No changes in hours will be made this month. Curbside pickups will continue for now.
- Most patrons are cooperating with protocols and are using masks and sanitizer.

Secretary's Report: The minutes of the June meeting were reviewed. Lorraine moved to accept the report. Allison seconded the motion. All voted in favor. The minutes of the special meeting to accept the Susan Medeiros's stained glass were reviewed. Lorraine moved to accept the the donation. Allison seconded. All voted in favor.

Treasurer's Report: The treasurer's report was not available. However, our budget still looks to be on target. We are still seeking to change the authorization on the library bank account to reflect changes in the Trustees.

Library Director's Report:

- Not surprisingly, there has been a huge jump in circulation and foot traffic with the reopening.
- The Children's Librarian is working from home. For now, she is able to accomplish all her tasks but in the future onsite childrens' programs will resume.
- Adult groups have been able to meet outside.
- We will re-evaluate which museum passes to renew, given current demand and lack of fundraisers by the Friends of the Library.
- Computer use and sanitizing has not been a problem so far.
- We still need to schedule a public meeting to approve our large donation.
- We have four staff members who are available to be scheduled at the library regularly. This works for now but will not be sustainable should the library open too many more days.
- Jim moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

Old Business:

- There were no questions at Town Meeting about the library budget and it passed.

- Nottingham is now an SB2 town. In 2021 library matters will be discussed in a deliberative session before coming before the voters.

New Business:

- All monthly tasks were completed with the exception of requesting second half disbursement from the Select Board.
- Jim moved to accept any and all donations. Lorraine seconded the motion. All voted in favor.
- It is possible that we will need to recruit a new alternate Trustee in September.

Lorraine moved to adjourn and the meeting ended at 7:35pm.

Next meeting: August 12, 2020, at 6:30pm.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	47,000	47,000	0
Total Income	47,000	47,000	0
Expense			
Alarm System	987	1,000	-13
Cleaning	4,025	9,800	-5,775
Furniture	0	500	-500
Library Automation	1,800	1,900	-100
Maintenance	994	2,500	-1,506
Materials	9,933	19,500	-9,567
Mileage	0	100	-100
Miscellaneous	11	500	-489
Museum Passes	1,249	3,400	-2,151
Postage	0	150	-150
Prof. Dues/Continuing Educ.	158	600	-442
Programming	100	2,200	-2,100
Repairs--Equipment	0	350	-350
Supplies	1,748	3,000	-1,252
Technology	680	1,500	-820
Total Expense	21,685	47,000	-25,315
Net Ordinary Income	25,315	0	25,315
Other Income/Expense			
Other Income			
Fines	611		
Donations	2,680		
Photocopier	387		
Interest Income (Savings)	103		
Total Other Income	3,781		
Other Expense			
Supplies paid w/copier funds	120		
Photocopier expense	466		
Total Other Expense	586		
Net Other Income	3,195		
Net Income	28,510	0	28,510

Director's Report 7.16.20

(Library reopened to public on June 16, 2020)

Circulation and Usage Statistics:

- Circulation statistics jumped up from 440 in May to 1156 in June. An increase of 162% from May to June in 2020.
- Overdrive checkouts showed an increase of 18% over 2019.
- 140 patrons came in to use the library during the two weeks after reopening.
- 128 bags were placed outside for porch pickup, 100 were picked up.
- Facebook Page visited 247 times in past 28 days, likes: 3 new page likes in June; 565 total likes. 601 total followers

• **Children's Programming:**

- Jessie setup and started the Summer Reading Program through READSquared and has seen 76 sign-ups so far.
- Craft kits are being put together weekly and distributed either via porch pickup or parents coming in during library visits. Over forty of these were distributed during the two weeks they were offered in June.
- Jessie has been updating Facebook frequently and posting material from local museums and activities to drive interest.

• **Adult Programming:**

- Afternoon Book Group – hosted their meeting on July 2 on the library grounds with 4 members attending.
- The Pawtuckaway Piecers have been holding meetings in the library parking lot one Monday per month as they have more than 10 members and cannot use the community center at this time. They have seen 8-10 members at each meeting.
- We are considering offering adult 'grab & go' crafts in the fall, possibly monthly.
- Museums are starting to reopen. Many have offered extra months to cover the time they were closed. All are requiring reservations on the museum's end and will accept passes.

Technology:

- Some of the computers need updating. Dick will take care of this as time allows.
- Computers are available for patron use. Patrons need to make an appointment and are assigned a computer for up to 30 minutes per day. We do get some walk-ins and allow use if we have space.
- Patrons are still asking for help using the computers. We are trying to be helpful but in a distant manner if possible.

Banking/Financials: (As of 7.13.20)

- Operating: \$8343
- Debit: \$584
- Copier/Fines: \$1506
- Donations: \$8781

Staffing:

- Dan is now working in-library Tuesday through Saturday. This allows us to be open three days per week for in-library service and extra curbside hours.
- Our Page is working a weekly two-hour shift on Friday mornings from 10-12 and will be adding some Saturday hours in August.
- Our ILL Library Assistant is working her regular 1-5 shifts on Tuesdays/Thursdays again allowing us to be open those two afternoons for in-library service.
- 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. Another has said that she will be at home for now for personal reasons.
- Our Children's Librarian continues to work from home for foreseeable future. At present she is posting on the website, on Facebook, is running the online summer reading program, and comes in on Sundays to put together craft kits and prize packages for the program.
- We have not even started to think about Fall story times or if that will be possible. At present, it appears that it will not.
- With several staff members being unable to come in due to pandemic conditions, the library is currently open as many hours as we can be and still maintain staff safety with two people in-library while open.
- We will maintain the current hours through the end of July. In August, we may offer a few open hours on Saturdays in addition to curbside. Statistics are showing that few or no patrons are using curbside or in-library during the 7-8pm hours offered on Wednesdays and Thursdays. We are planning to offer curbside to 7pm on Thursday and switch some of the staff hours to Saturday.

Collection:

- We added 148 items during the month of June.
- The circulation statistics are showing that 60% of the new items added in June have been checked out at least once.
- We will be adding more adult fiction – it has been flying off the shelves. New materials are in high demand.

Policies and Procedures:

- We are asking patrons to wear masks when they come in the library. Hand sanitizer is right at the front door and everyone entering is asked to sanitize before coming in and browsing.
- Doorknobs, railings, and the circulation desk are being sanitized after each patron.
- Patrons can return items in the book drop, in the bins outside, or in a bin inside.
- Computer mice and keyboards along with desk space, are being sanitized after each user with that computer not being used again until several patrons later.
- We will continue with curbside (Thurs: 5-7, Fri: 12-5, and Sat 10-1) for those unable to come into the library. These hours might be changed or updated as we gather more statistics.
- 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.
- Staff sanitize their hands prior to each checkout session to show patrons we are serious about cleanliness.
- As guidelines change, we will change.

Budget:

- With orders now coming in and ordering resuming, the budget is now starting to look normal again for this time of year.
- Due to uncertainty regarding future shutdowns, we're holding a little money back right now so we have money to purchase the database Hoopla (digital checkouts of TV, movies, eBooks and audiobooks) if we need to have more online offerings in the future.
- We are going to purchase the next level of WordPress for our homepage. With the level we have now, we do not have the capabilities we need to post video and other offerings that are now necessary for engaging patrons.

Library Statistics Ending June 30, 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 2018	2018 OD	2019 Total	2019 OD	2020 Total	2020 OD
Jan	2299	2903	2588	2932	3257	2726	2435	3276	3057	2547	382	3542	621	2648	625
Feb	2512	2790	2864	3230	3011	2738	2623	3138	2967	2780	460	3290	568	2323	619
Mar	2921	3378	3380	3102	3290	3171	3068	3729	3304	3100	448	3837	614	1483	558
Apr	2518	3025	2848	3383	3664	3002	3147	3236	3263	2689	463	3263	550	277	643
May	2521	2824	2593	3012	2830	2665	2554	3079	3152	2827	479	3154	552	440	693
Jun	2721	3336	3035	3108	3510	2847	2878	3540	3908	2572	492	3524	541	1156	642
Jul	4060	4701	4249	4375	4894	4051	4162	3985	3303	3616	562	3884	626		
Aug	3486	3929	4285	4094	4176	3429	3614	3681	3419	3420	559	3452	561		
Sep	3158	3320	2899	3133	3381	2496	3233	3365	2576	2905	552	2648	570		
Oct	2767	2854	3188	3401	3561	2845	3053	3291	2780	3257	629	2899	604		
Nov	2609	2893	2778	2709	2433	2373	2807	2794	2669	3228	590	2324	572		
Dec	2657	2543	2510	2427	2340	2403	2991	2874	2232	2899	546	2205	562		
Total	34229	38496	37217	38906	40347	34746	36565	39988	36630	35840	6162	35817	6379	8327	3780

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	140				
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	6157	0	0	0	0

Library Statistics Ending June 30, 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	148	8	0	0	0	0	0	0	4	688	0	1851
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	349	33	9	36	328	20	189	32	187	1414	0	8590

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