

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
November 11, 2020

Present: Liz Bolton, Allison Friend-Gray, Jim Kelly, Kate Knight-Dupuis, Lorraine Petrini, Jen Phillips, Debbie Ricker

The meeting was called to order at 6:30 pm.

Policy Updating/Current Task:

- The Trustees discussed compliance with mask wearing at the library. Jim moved to make masks mandatory and Jen seconded. All voted in favor.
- We will continue to monitor our hours of operation given the current spike in COVID infection.

Secretary's Report:

- The minutes of the September meeting were reviewed. Jim moved to accept the report. Jen seconded the motion. All voted in favor.
- The minutes of the Public Hearing to accept the bequest of the Giffen Estate were reviewed. Allison moved to accept the report. Jim seconded the motion. All voted in favor.

Treasurer's Report:

- Janet's report was reviewed. We continue to be under budget with a month to go in 2020. Jim moved to accept the Treasurer's report. Allison seconded the motion. All voted in favor.
- We reviewed the preliminary budget proposal for 2021. Jen moved to authorize Liz to submit our preliminary budget to the Town's Budget Committee. Lorraine seconded the motion. All voted in favor.

Library Director's Report:

- Circulation and foot traffic were up slightly but Overdrive checkouts decreased slightly. While curbside pickup is continues to decline, in-library bagged reserve items were up. down, we will continue it and the grab and go program.
- Select adult and children's programming continues. We are recording online virtual story hours and a local author presentation. The afternoon book group will meeting by Zoom in the winter months.
- Liz will buy a portable outdoor message board to post new library hours.
- All museums have reopened, but we have had few requests for museum passes. Going forward we will only purchase subscriptions to NH museums.
- New hire Jordan Reed will begin working on November 12.

- Evening hours continue to see low numbers. We may cut back on them so that the library has a uniform opening time of 10AM.
- All the hard drives on Library computers have been replaced.

Jim moved to accept the Director's report and Jen seconded the motion. All voted in favor.

Old Business:

- A preliminary grounds cleanup has been done and the Friends of the Library will meet on November 17 .
- The concrete pads of the entry path have heaved and may pose a potential problem. Liz will explore ways to mark the gaps between them.

New Business:

- Debbie Ricker has expressed an interest in becoming an Alternate Trustee. Jim moved that we submit her name to the Select Board for approval. Jen seconded the motion. All voted in favor.
- Jim moved to accept the new donations. Allison seconded. All voted in favor of the motion.

Jim moved that the Trustees enter a non-public session citing RSA 91-A:3, II(c) and Jen seconded the motion. Jen voted yes, Allison voted yes, Jen voted yes and Lorraine voted yes. The non-public session began at 7:31.

The non-public session ended at 7:35.

Jen moved to adjourn, and the meeting ended at 7:36

Next meeting: December 9, 2020 at 6:30PM for in-person and virtual attendance.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through November 11, 2020

Accrual Basis

	Jan 1 - Nov 11, 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	6,496	9,800	-3,304
Furniture	0	500	-500
Library Automation	1,800	1,900	-100
Maintenance	1,547	2,500	-953
Materials	14,181	19,500	-5,319
Mileage	0	100	-100
Miscellaneous	61	500	-439
Museum Passes	1,249	3,400	-2,151
Postage	119	150	-31
Prof. Dues/Continuing Educ.	188	600	-412
Programming	785	2,200	-1,415
Repairs--Equipment	0	350	-350
Supplies	2,565	3,000	-435
Technology	800	1,500	-700
Total Expense	30,778	47,000	-16,222
Net Ordinary Income	16,222	0	16,222
Other Income/Expense			
Other Income			
Fines	611	0	611
Donations	2,680	0	2,680
Photocopier	387	0	387
Interest Income (Savings)	134	0	134
Total Other Income	3,811	0	3,811
Other Expense			
Supplies paid w/copier funds	180	0	180
Photocopier expense	699	0	699
Total Other Expense	878	0	878
Net Other Income	2,933	0	2,933
Net Income	19,155	0	19,155

Director's Report 11.11.20

Circulation and Usage Statistics:

- Circulation of physical items went up slightly in October– the library circulated 2192 items up from 2171 in September, an increase of 1%.
- Overdrive checkouts decreased slightly from September 2020 but saw a small increase over the 2019 numbers – these may trend upward again during the winter months as people stay inside more.
- 623 patrons visited the library during October, an increase over September's 570 visits. Opening extra hours on Saturday and Friday seems to be driving this increase. Per the weekly NH Library Director's call on 11/6, all NH libraries are seeing decreased patron visits due to a variety of reasons.
- Outside porch (curbside) pickup saw 18 items picked up during curbside only hours. Many more bagged reserve items were picked up in-library during open hours. As we open more hours, curbside will still be offered, probably in conjunction with open hours rather than a replacement for open hours.
- Facebook Page visited 135 times in past 28 days, likes: 1 new page like in October; 573 total likes. 613 total followers
- **Children's Programming:**
 - We have started our scheduled Children's programming.
 - Week 1: Virtual Story Time with Ms. Robin and take & make craft – 21 views of virtual story time and 11 craft kit pickups.
 - Week 2: LEGO Club – 11 LEGO kits were picked up
 - Week 3: Children's Art Exploration Take & Make kit: 14 picked up
 - Jessie has continued to post on a variety of topics in Facebook for children.
 - Jessie has been coming in-library on Sundays or Mondays when she can be alone in the building to put craft kits together, do collection development, and put up library displays.
 - Robin and Dan have finished filming the story times through December. We will take a break from programming in January – review what has worked and what hasn't and start a new round of programming in late January/early February.
- **Adult Programming:**
 - Afternoon Book Group – Meeting on the lawn, 6 members generally per meeting.
 - Adult Art Exploration craft kit – week of October 27: All kits (12) picked up.
 - We will film our local author talk on November 20, we have a copy of the book and have ordered a better recording microphone.
 - All museums have reopened. We have only had two requests for museum passes since March. For 2021 we are strongly considering purchasing only NH Museum passes – Strawberry Banke, Seacoast Science Center, Children's Museum of NH, Currier Museum, SEE Science Center and possibly the NH Farm Museum. All these NH passes together have a cost of @\$800, far less expensive than the Boston passes which are not seeing any use.

Technology:

- Dick ordered and replaced the hard drives on all 5 public PCs and the Children's Circulation computer. They are running more smoothly since this time.
- We have been having ongoing minor problems with the fax/scanner/printer behind the circulation desk. There seems to be no pattern to the issues, and we cannot reliably replicate any for Dick to troubleshoot, but we keep trying.
- Still seeing the same set of patrons using the computer. We do have drop-by usage on a very occasional basis.

Banking/Financials: (As of 11.7.20)

- Operating: \$ 20,710
- Debit: \$ 293
- Copier/Fines: \$ 1810
- Donations: \$8787

Staffing/Service:

- Staff Meeting on October 13 covered hiring status, ILL procedures, and circulation issues.
- Background check for Technical Services position has come back clean and we hope to start Jordan Reed this week. We are still waiting for the one for Megan Mullins.
- Our Children's Librarian continues to work from home, coming in on days when there are no others in the library. She is working on future craft kits and LEGO kits so that we will have take-home offerings no matter the pandemic status.
- Evening hours on Wednesdays continue to see low (or no) numbers. We are considering – once we have onboarded new staff members, being open the following: Tues 10 – 5, Wed 10 – 7, Thurs 10 – 7, Friday 10 – 5 and Sat 10 – 2.

Collection:

- We added 111 items during the month of September.
- We've weeded the children's picture book section and are starting on Easy Readers.
- Olivia is doing most of the covering and processing of new materials. Dan is cataloging and updating series throughout the library.
- Liz is working on weeding and cleaning adult books on CD.
- Dan and Olivia have restarted the inventory of the children's room.

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.

- Patrons have multiple options for return of materials.
- Staff are asked not to come to work if they are feeling any potential symptoms or if they are unsure.
- Most patrons are now wearing masks coming in the library or accepting our offers of masks to use while inside.

Budget:

- The programming budget is still extremely healthy – more kit materials will be purchased from this line item.
- We have ordered a new bookcase for Large Print items in the front room. Many of the patrons looking for large print materials cannot make the long walk to the back of the building. This item will come out of our furniture line item.
- We have ordered and received some of our sneeze guard shields. The monies are coming from the furniture and miscellaneous line items.
- A movable sign for programming/hours is on order and will fall under the programming line item.
- New book circulation is consistently in the 50 – 60% range (with that percentage being continuously out) so we have upped purchasing with the end of the year in mind.
- The budget for 2021 is due for the initial go-through with the BOS on 11/12. As we had a healthy budget last year, Liz does not foresee any problems – just a juggling of line item amounts due to different pandemic needs and a slight upping of staff costs. These are being offset by some subtractions in the current budget (museum passes going far below current costs even without Friends' monies).

Library Statistics Ending October 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	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	1156	642
Jul	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656
Aug	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651
Sep	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654
Oct	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629
Nov	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635
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	17695	7006

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	424				
Aug	N/A	2936	3649	3211	3135	3150	482				
Sep	N/A	3039	2827	2569	2658	2764	570				
Oct	N/A	2660	2746	2936	2943	3120	623				
Nov	2321	2667	2441	3330	2541	2381	455				
Dec	2140	2375	2261	2377	2266	2021					
Total	4461	31084	33691	32821	31855	32332	8711	0	0	0	0

Library Statistics Ending October 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	2	0	0	0	0	0	0	429	0	1222
Jun	148	8	6	2	87	0	0	0	4	688	0	1851
Jul	119	8	3	4	97	0	0	0	33	364	0	1750
Aug	121	9	5	1	21	0	0	0	31	65	0	1512
Sep	141	11	4	1	21	0	0	1	32	102	0	1611
Oct	111	19	10	3	56	1	10	0	32	8	0	1770
Nov	66	6	4	3	45	1	12	1	26		0	
Dec												
Total	907	86	43	50	655	22	211	34	341	1953	0	15233

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