

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 18, 2021

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

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

Policy Updating/Current Task:

- Patron cooperation with COVID protocols continues to be good.
- We are formulating a policy about photography in the library. Although the library is a public space, patrons have a right to privacy. We consulted the policies regarding photography of four other libraries for ideas. Jen will develop a draft of our new policy and distribute it before the next meeting.

Secretary's Report:

- The minutes of the February meeting were reviewed. Jim moved to accept the report, Allison seconded the motion. All voted in favor.

Treasurer's Report:

- We did not receive the Treasurer's Report before the meeting. Liz reported with almost a quarter of the year gone, we are within budget.
- During the recent windstorm, transient power outages set the alarm system off several and the Fire Department had to respond. This led an unanticipated maintenance cost. The company maintaining the alarm has now put the library on the same system as the Town Hall.

Library Director's Report:

- Circulation numbers and Overdrive checkouts were down slightly in February, in part due to the weather and the short month. The grab 'n go service continues to be popular and we will continue to offer it through the summer, at least.
- Computer use has picked up with patrons beginning taxes and exploring Ancestry.com.
- Ms. Robin held a very successful children's program in February, with a Stuffed Animal Storytime reaching 122 people.
- The afternoon book group continues to meet online and the evening book group has restarted. Both are using the new Zoom subscription.
- The Currier Museum has reopened and we have just renewed our Seacoast Science Center, Strawberry Banke and Children's Museum of NH memberships. Liz reported that the most requested pass is for the New England Aquarium. So far this year we have not purchased passes for the Boston venues, but in light of these requests, we will subscribe to the Aquarium for the three months of the summer. We will also explore subscribing to the Squam Lakes Nature Center.

- The February staff meeting was pushed back several times due to bad weather and was finally held on March 4th. Among the items discussed were upcoming children's programming, programs for Nottingham's 300th anniversary and coordination with the Recreation Department. The staff are open to COVID vaccination and some have already had their first dose.
- The Town Administrator inquired about our policy for holding in-person meetings at the library, since the Town Hall will soon be available for such meetings. After much discussion, Jen moved and Jim seconded that due to ongoing pandemic conditions, the downstairs meeting room will remain closed for public meetings and that the Trustees will re-evaluate this policy regularly at our monthly meetings. All voted in favor.

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

Old Business:

- The date of the Deliberative Session has been set for April 17. The library's budget will be discussed as part of the Town's overall budget. Trustees are urged to attend.
- We have two vacancies for Alternate Trustees.

New Business:

- Jim moved to accept new donations and Allison seconded. All voted in favor.

Allison moved to adjourn and the meeting ended at 6:30pm

Next meeting: Thursday April 22, 2021 at 6:30pm for in-person and virtual attendance.

Respectfully submitted,
Jim Kelly

Director's Report 3.18.21

Circulation and Usage Statistics:

- In-person circulation dropped slightly, about 11%, from January to February. We feel that this was probably the result of weather conditions – library closures due to snow and wintry weather seemed to have an impact on traffic.
- Overdrive circulations were slightly lower in February, 657 circulations, down about 5%, but still higher than 2020 (619 for 2020, 657 for 2021, a 6% increase).
- Computer use ticked up slightly as some people started taxes and one discovered Ancestry.com, we expect it to continue as tax season deepens.
- Outside porch (curbside) pickup remained consistent with 18 bags picked up during curbside-only hours. As per the new usual, indoor pickups of bagged items far outpaced outside-only.
- Facebook Page visited 107 times in past 28 days, likes: 574 total. 625 total followers

• Children's Programming:

- Ms. Robin did a Stuffed Animal Storytime on Tuesday, February 23. Traffic for the event was good, over 122 people were reached, with 26 of them viewing the event.
- During February school vacation week, we put out all our leftover craft kits out for the taking. Many people, stopped by to pick up one, two, or more and while we do have some leftovers still, we have freed up craft kit space for the next few months.
- We will have a virtual Read Across America Storytime for March with party bags and balloons available for the taking.
- Family STEM to-go kits will be available in March. Sign-ups are already full.
- Rec has asked for library involvement for both their April spring vacation and Summer camps. Dan will be working with Bridget, we are thinking of one library intense week to minimize staffing issues, and of a small 'library' of books to be available to campers – books that have been weeded or donated, so loss or damage will not be an issue.
- Dan will be restarting the Blaisdell Youth Group (grades 5-8) in March with a virtual program using Storyboard That (computer software that allows users to create their own graphic stories)

• Adult Programming:

- Afternoon Book Group – Meeting via FreeConferenceCall.com, 5-6 members attending each time. With the Town Hall opening more at the end of March, socially distanced meetings in the library with a combination of Zoom and/or FreeConferenceCall.com may be available as soon as April if members want to mask, socially distance, and work with a computer on a table.
- The Evening Book Group restarted with a reading of Truth & Beauty by Ann Patchett. Our first Zoom meeting was February 24@ 6:30pm. Five people picked up books, four

joined the discussion and we all liked the book. March's title is Faithful Place by Tana French. We will also consider in-library meetings if the COVID-19 numbers stay low and persons attending at the library mask and socially distance.

- Adult craft kits will be available the week of March 23. We will be doing first-come, first-served, unless we receive a call or email asking us to hold one aside.
- The Currier Museum will reopen in April, we just renewed our Seacoast Science Center, Strawberry Banke, and Children's Museum of NH memberships. As we still have monies left unused from 2020 on museums, we are considering possibly renewing either Castle in the Clouds, or Squam Lake Science Center for this year – outdoors and (local) they might have more appeal than in years past.
- Jim Kelly's 'Leave this World Behind' Science Fiction talk was shared to 910 different unique Facebook accounts, 86 of these were full viewings of the talk. That's a lot of attendance!

Technology:

- In consult with Dick Blouin, we have decided to replace the children's desk PC with a laptop. After checking prices, he has one on order. We will keep the old PC as a spare for the time being – in case another one fails.
- Dick continues to work out kinks (patron printing from their own device) with the new wi-fi network.

Banking/Financials: (As of 3.9.21)

- Operating: \$ 26,987
- Debit: \$ 296
- Copier/Fines: \$ 2219
- Donations: \$ 11108

Staffing/Service:

- February's staff meeting was pushed back multiple times due to poor weather on Tuesdays throughout the month. When scheduled for March 2, it was pushed back again due to lack of power. We were finally able to meet, in person and virtually, on March 4 and discussed children's programming for spring and summer, possible programs we could offer for Nottingham's 300th, and steps to follow when registering new patrons.
- Our Children's Librarian continues to work from home and will be adding some Friday hours soon.
- Curbside service is now available on Thursdays from 4-6pm, and Fridays 12-5 with items being placed outside at any other open library time per patron request.
- After chatting with Chris Sterndale about the Town Hall reopening for more services and meetings, I asked Megan Mullins, if she could start working Wednesdays from 10 – 4 in April as it appears that, with the increase of vaccinations, more people are venturing out.

We hope to have her trained and ready to take on other hours should business increase dramatically over the spring and summer.

- Staff members have been asked to give me possible vacation and summer plans now so we can plan for coverage.

Collection:

- We added 86 items during the month of February. Shipping is almost back to normal with most items from December and January orders arriving.
- We are checking all books on CD and DVDs upon checkin/out. Newer ones are not as sturdy and seem prone to scratches/damage. Replacement times are longer and cleaning any fingerprints/food off the disks helps them last.

Policies and Procedures:

- Patrons have been cooperative with masks and sanitizing. We have had no questions about dropping masks if someone is fully vaccinated.
- Staff are open to vaccination with some already having had their first dose.
- Statewide ILL is running well.

Budget:

- New book circulation is staying consistently high.
- First operating monies check received and deposited.
- Considering the addition of another NH Museum or two to our pass list. We have leftover monies from last year. (Castle in the Clouds, Squam Lake?)

Library Statistics Ending February 28, 2021

Monthly Circulation (includes print & e-resources)

Month	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	2021 Total	2021 OD
Jan	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625	1978	693
Feb	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568	2323	619	1754	657
Mar	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558		
Apr	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643		
May	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693		
Jun	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541	1156	642		
Jul	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656		
Aug	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651		
Sep	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654		
Oct	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629		
Nov	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635		
Dec	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562	2270	631		
Total	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636	3732	1350

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	557			
Feb	N/A	1846	2128	2100	2375	2240	2121	515			
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	564				
Total	4461	31084	33691	32821	31855	32332	9275	1072	0	0	0

Library Statistics Ending February 28, 2021

2021 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	105	12	16	4	36	1	5	0	33	278		1602
Feb	85	8	22	2	51	3	96	0	40	347		1421
Mar												
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	191	20	38	5	62	4	101	0	73	625		3023

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	209	0	1661
Dec	100	4	12	1	30	1	30	0	36	21	0	1570
Total	1007	90	55	51	685	23	241	34	377	2183	0	16803