

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

June 10, 2021

Present: Liz Bolton, Allison Friend-Gray, Jen Phillips, Debbie Ricker

The meeting was called to order at 6:35 p.m.

Policy Updating/Current Task:

- In the month since the CDC's new mask recommendations were published, infection rates have dropped considerably in New Hampshire. In light of this, the trustees feel it is appropriate that the mask mandate be rescinded for fully vaccinated patrons and staff.
 - Jen moved that the Blaisdell Memorial Library rescind masking requirements for vaccinated patrons and staff. Allison seconded. All voted in favor.
 - Liz will prepare a notice for the front door that notifies patrons and guests to the library of the policy change. Unvaccinated staff, patrons, and guests are recommended to wear masks.
- Discussion then shifted to the meeting space downstairs. Due to the ventilation challenges presented by the downstairs meeting space, it remains a potential infection risk.
 - Jen moved that the downstairs meeting room remain closed to group reservations. Allison seconded. All voted in favor.
- Remaining COVID protocols will continue to be considered on a monthly basis, taking into account CDC recommendations, local case numbers, and vaccination rates.

Secretary's Report:

- The minutes of the May meeting were discussed—there are several edits that need to be considered and so the approval of minutes was postponed until the next meeting.

Treasurer's Report:

- Treasurer's report was not circulated prior to the meeting due to delayed arrival, but budget remains on track.
- Jen will circulate the Treasurer's report with the draft minutes and approval of the May report will be postponed until the next meeting.

Library Director's Report:

- Foot traffic has not yet rebounded to pre-pandemic levels. Jen suggested that we consider an open house/welcome back event to coincide with the Friends Annual Book Sale, to be held on Saturday August 28. Members present seemed amenable to the idea, and we will discuss specifics at the July meeting.
- Computer use remains steady.

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

Old Business:

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New Business:

- After a significant number of questions about virtual participation, the NHLTA pointed to the NH RSAs, which state that as long as a quorum is present at the physical location of an open meeting, one or more members may participate by electronic communications (provided certain parameters are met).

Allison moved to adjourn and the meeting ended at 6:54 p.m.

Next meeting: **Wednesday July 21, 2021 at 6:30 p.m.**

Respectfully submitted,
Jen Phillips

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through June 10, 2021

Accrual Basis

	Jan 1 - Jun 10, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	23,025	46,050	-23,025
Total Income	23,025	46,050	-23,025
Expense			
Alarm System	612	1,100	-488
Cleaning	3,800	9,800	-6,000
Furniture	0	500	-500
Library Automation	1,600	1,900	-300
Maintenance	1,223	2,500	-1,278
Materials	8,372	21,000	-12,628
Mileage	0	100	-100
Miscellaneous	173	500	-327
Museum Passes	550	1,000	-450
Postage	0	150	-150
Prof. Dues/Continuing Educ.	60	500	-440
Programming	458	2,000	-1,542
Repairs--Equipment	0	500	-500
Supplies	511	3,000	-2,489
Technology	546	1,500	-954
Total Expense	17,905	46,050	-28,145
Net Ordinary Income	5,120	0	5,120
Other Income/Expense			
Other Income			
Fines	481	0	481
Donations	1,345	0	1,345
Photocopier	312	0	312
Interest Income (Savings)	59	0	59
Total Other Income	2,197	0	2,197
Other Expense			
Supplies paid w/copier funds	76	0	76
Photocopier expense	466	0	466
Total Other Expense	542	0	542
Net Other Income	1,655	0	1,655
Net Income	<u>6,775</u>	<u>0</u>	<u>6,775</u>

Director's Report 6.10.21

Circulation and Usage Statistics:

- As has been seen most of the past year, foot traffic was lower than pre-pandemic. The director attended a RALi (Rochester Area Libraries co-op) meeting on June 3 in Milton. At the meeting it was discovered that all libraries are seeing this trend. Everyone has reopened in one format or another (fully open, by appointment, curbside), but all are struggling to get back the foot traffic, program attendance, and circulations that were seen prior to 2020.
- Overdrive circulations are still consistently trending high. In May we saw overdrive circulations go up to 679 from 651 in April. This trend was also noted at the RALi meeting.
- Computer use continues to see the same 30 – 40 uses per month with generally the same patrons using computers. We also see people needing to print when their home printer runs out of ink or is otherwise out of commission.
- Outside porch (curbside) pickup saw 13 bags picked up during curbside.
- Facebook Page visited 74 times in past 28 days, likes: 585 total. 636 total followers

Children's Programming:

- Miss Robin had one story time on May 25 on Facebook Live. This story time has been viewed 46 times.
- To-go kits will be offered again June. We had none to offer in May due to the children's librarian giving notice.
- Summer Reading programs have been booked.
- Peggy Tucker is offering some outdoor children's programming on the library's back lawn.
- Dan is formalizing his schedule for the Park and Rec summer camp.
- The BYG May 26 @6:30pm, a life-size Battleship program was a success. We had four attendees and even though the program had to move indoors due to wind and rain, all the attendees wanted more rather than less, meetings in the future.

Adult Programming:

- Afternoon Book Group – Now working on a hybrid format. If they can meet outdoors on the library lawn, they will. If the weather is not cooperating, they can meet inside at one of the tables, masked. They are generally getting 5- 6 members per meeting.
- The Evening Book Group is now a hybrid format of in-person and Zoom. On Wednesday, May 26 we had three members in-house and 4 on Zoom. More would have come in-person we were told, but for the storms coming that evening.
- No to-go kits for May, but we have one planned for June – a home-sewn hand sanitizer keyring.

- May's puzzle drive resulted in the library receiving over 100 puzzles. Most were in good condition although some had to be recycled due to missing pieces or rough condition. The puzzle drive was an outreach program in conjunction with Parks and Rec. Although both sites advertised the drive, P&R saw none donated at the community center, all donations came into the library. After sorting, the puzzles were brought over to P&R for distribution at their Legacy Leaders program luncheon. Next up is a July flower drive for local and homegrown flowers. While, again, both the library and P&R will be advertising, the event, the library is asking that most flowers be dropped off at the community center P&R office as they have the refrigerated storage capability that the library does not.
- Diversity Outreach Services approached the director with a request to offer an Inspired Arts Gathering at the library on Saturday, June 12, 10:30 – 12:30. All materials are supplied, the event is free and open to the public, and the program does not need the library staff to assist beyond set-up and direction. The event will be outdoors unless there is significant rain in the forecast.
- The library will be offering an adult pour paint night on the lawn as part of summer reading. The event will have extremely limited numbers and we hope to have a few to-go kits to offer as well.

Technology:

- Dick has set up our computers to automatically shut off 15 minutes before closing. The system will give the user two warnings, one at five-minutes before shutdown, then another two-minutes later to alert them that they need to print or save their materials as the system will shut down. He also set the computers to automatically boot themselves up at 9:30 am so they will be up and running when the library opens.

Banking/Financials: (As of 6.2.21)

- Operating: \$ 18457
- Debit: \$ 506
- Copier/Fines: \$ 2610
- Donations: \$ 10139

Staffing/Service:

- The search for a children's librarian is ongoing. The director has received two applications, both applicants have children's experience and are currently working part-time jobs elsewhere. Director is considering advertising for a part-time children's assistant with flexible hours, as well as another part-time per diem or library assistant who will need to be available to work Sundays in the fall when we resume Sunday hours.
- Summer Reading programs have been scheduled – most are planned for outdoors and when the library has adequate coverage for desk and event. Most have rain-dates, if possible, while others may need tents (we have two pop-up tents).
- Still offering curbside service all day on Fridays but usage has gone way down.

Collection:

- We added 68 items during the month of April. Book orders are arriving in a timelier manner.
- Work continues on classifying series items in all formats.

Policies and Procedures:

- Patrons remain mostly cooperative with masks and sanitizing. We are politely offering masks to those who come in without them.
- Statewide ILL has dropped their quarantine requirement, so ILL items should start arriving in a timelier manner.

Budget:

- We are on track with budget – spending for summer reading programs and additional supportive material is picking up.

Library Statistics Ending May 31, 2021

Monthly Circulation (includes print & e-resources)

Month	Total 2010	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	Total 2017 OD	Total 2018	Total 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	2161	652
Apr	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643	1868	651
May	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693	1718	679
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	11640	3332

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	619			
Apr	N/A	2636	2638	2590	2374	2462	0	547			
May	N/A	2776	3142	3207	2795	3137	0	555			
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	2793	0	0	0

Library Statistics Ending May 31, 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	0	0	0	33	278		1602
Feb	86	8	22	2	51	3	96	0	40	347		1421
Mar	116	5	14	2	31	2	11	0	31	71		1245
Apr	132	4	2	3	88	2	7	1	35	62		1169
May	68	10	6	3	50	2	13	1	34	21		1104
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	507	39	60	14	256	9	127	2	173	779		6541

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