

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

July 21, 2021

Present: Liz Bolton, Jim Kelly, Lorraine Petrini, Kate Knight-Dupuis, Jen Phillips,

The meeting was called to order at 6:33pm.

Policy Updating/Current Task:

- COVID policies: Patron cooperation with COVID protocols continues to be good. We are continuing to keep the conference room closed to the public, due to poor air circulation. As of today there are no cases of COVID currently reported in Nottingham. While we are not changing current mask policy, we are monitoring the spread of the Delta variant.

Secretary's Report:

- The minutes of the May meeting were reviewed. Jen pointed out a typo on Liz's name. Lorraine moved to accept the amended minutes and Jen seconded. All voted in favor.
- Approval of the June minutes was postponed.

Treasurer's Report:

- Since the Treasurer was on vacation, there was no Treasurer's report. However, Liz reported that we have received the second disbursement from the Town.
- We received a \$1568 grant through the State Library funded by the American Rescue Plan Act of 2021.

Library Director's Report:

- Foot traffic doubled in June with the closing of school. Circulation is consistently high.
- Volunteer Peggy Tucker has offered music and movement programs on multiple Thursdays. They have been well attended and the Library will find a way to thank her for her generous support.
- There have been 75 signups for online and in-person summer reading activities. The Adult Afternoon and Evening Book groups are active and meeting in-person.
- The search for a Children's Librarian is ongoing. We currently have no candidates.
- Jen and Liz will approach the Town again about the possibility of hiring a full-time employee to ease the staffing shortage.
- Liz reported that we need to have a new debit card issued to the Library as the old one with the name of her predecessor will expire at the end of August. Jen will follow up with TD Bank.

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

Old Business:

- We will postpone discussion of a written Code of Conduct for patrons until the next meeting.
- Jim moved and Lorraine seconded that we go into non-public session to discuss renewal of Liz's contract. All voted in favor and the session began at 7:38.
- At 7:50 Jim moved and Lorraine seconded that we return to public session. All voted in favor. Lorraine moved and Jim seconded that we seal the minutes of the non-public session. All voted in favor.
- The Trustees will offer Liz a contract for the next two-and-a-half years.

New Business:

- Liz proposed Ursula Stapel of Nottingham for the position of Library Assistant. After the Trustees interviewed her and reviewed her resume, Jim moved and Kate seconded that we offer her the position. All voted in favor.
- Jim moved and Kate seconded that we accept all donations. All voted in favor.

Jim moved to adjourn, and the meeting ended at 8pm

Next meeting: Wednesday August 18 at 6:30pm.

Respectfully submitted,
Jim Kelly

Director's Report 7.21.21

Circulation and Usage Statistics:

- Foot traffic jumped in June with the closing of school and the return of family groups to the library. We are keeping a paper count of all who enter the library but have resumed using the door gate count as this is the method used pre-COVID.
- Overdrive circulations are still consistently high. The count of 688 in June was higher than May which had a count of 679.
- Computer use jumped somewhat – up to 43 – from the earlier counts of 30+. We have dropped the need for computer appointments and more people are popping in to print off one- or two-page documents as needed.
- Outside porch (curbside) pickup saw 11 bags picked up during curbside. Outdoor use of this service is dropping, indoor pick-up of bagged items remains steady - @25 – 30 bags picked up per week.
- Facebook Page visited 92 times in past 28 days, likes: 592 total. 646 total followers

Children's Programming:

- Peggy Tucker has generously offered her services on multiple Thursdays during the summer. She is offering music and movement programs for children up to age 5, and garden/natural world programs for slightly older children. Her first program, the Amazing and Magical Seed saw no attendance. Her second, a Music and Movement program, had 24 attending, and her second class "What's Inside a Flower" had a total of 11 attendees.
- To-go kits are on hold. Staffing levels are such that we have no one to design, create, and put together the necessary materials. We proactively ordered several small kits from Oriental Trading that we will offer during quiet Summer Reading weeks as a fill-in activity.
- Sign-ups for summer reading activities have started both online and in-person. We were going to wait until 2 weeks prior to each before starting sign-ups, but too many people were calling and emailing in requests to sign-up and the only way to keep track was to start paper records.
- Dan is doing several outreach days at the Parks and Rec summer camp.
- The BYG Meeting on June 23 @6:30pm, an outdoor game night, had six attendees with everyone, yet again, wanting more meetings and staying longer than anticipated.

Adult Programming:

- Afternoon Book Group – If they can meet outdoors on the library lawn, they do. If the weather is not cooperating, they meet inside the library at one of the large tables in the rear. They generally see 5- 6 members per meeting.

- The Evening Book Group has now changed to an in-person format. On Wednesday, June 23 we had six members in-house for a lively discussion of Gloria Norris' *KooKooLand*.
- We had one to-go craft kit for June – a keychain turtle.
- Diversity Outreach Services offered an Inspired Arts Gathering at the library on Saturday, June 12, 10:30 – 12:30. Two people, and the facilitator, came to do a little art on the lawn.
- The library will be offering an adult pour paint night on the lawn as part of summer reading, along with a book bingo card. There will be a drawing for prizes at the end of the program.

Technology:

- Systems have been running well. We asked Dick to investigate options for having an online catalog station in the children's area that is NOT a large terminal. With no staff down there on a regular basis, patrons must come back upstairs to find out if we have a particular title.

Banking/Financials: (As of 7.7.21)

- Operating: \$ 35684
- Debit: \$ 284
- Copier/Fines: \$ 2774
- Donations: \$ 10139

Staffing/Service:

- The search for a children's librarian is ongoing. We have no candidates. The director posted two other positions, a library assistant for overdues and general circulation duties, (overdues are an extra task that Dan needs to have taken off his plate), and a children's programming assistant. So far, we have virtually no qualified applicants applying. Sunday hours may have to be reduced or tabled if we do not get any additional help before the fall.
- Still offering outdoor curbside all day on Fridays but usage has gone way down.

Collection:

- We added 110 items during the month of June. Book orders are arriving in a more consistent manner than in 2020 although backordering on the big new titles seems to be prevalent.
- Shelf-reading is our new priority. With more patrons in the building, especially in the children's room, materials need to be tidied far more often.

Policies and Procedures:

- Patrons are masking or not as they feel comfortable.

- Statewide ILL is seeing faster turnaround times now that there is no material quarantine requirement.

Budget:

- We are on track with budget – the second appropriation check was received from the town and deposited on Friday, July 2.

Library Statistics Ending July 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	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	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	2230	688
Jul	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656	2871	685
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	16741	4705

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	1568			
Jul	N/A	3262	3477	2871	3226	3108	424	2163			
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	6524	0	0	0

Library Statistics Ending July 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	110	9	4	3	41	3	14	4	43	11		1681
Jul	122	16	24	5	94	3	11	9	45	607		1868
Aug												
Sep												
Oct												
Nov												
Dec												
Total	739	64	88	22	391	15	152	15	261	1397		10090

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