

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
February 9, 2022

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

The meeting was called to order at 6:00pm.

Policy Updating/Current Task:

- Since the Town is lifting masking requirements, the Library will do the same.
- At the Deliberative Session on February 5, two Warrant Articles impacting the Library were discussed. Warrant Article 4 asks voters to approve the overall Town budget, including the Library's budget and Warrant Article 10 will appropriate \$37,000 to replace the handicapped lift. Jen presented Article 10 and answered questions from voters. Both articles were moved to the ballot without amendment. The election is March 8, 2022

Secretary's Report:

- The minutes of the January meeting were reviewed. Jen pointed out that the date of the meeting was 2022, not 2021. Jen moved to accept the minutes as amended, Jim seconded. All voted in favor.

Treasurer's Report:

- There was no Treasurer's Report

Library Director's Report:

- Foot traffic has been steady most days as opposed to the variable up and downs that characterized much of the pandemic. Overdrive checkouts remain consistent in the high 600s. Computer use remains constant with 35+ users a month. We expect an uptick in computer use as tax time approaches.
- Children's programming is seeing record demands. LEGO club is the most popular followed by morning story times. Julie, Robin and Dan are doing a fantastic job in the various programs.
- When Julie offered a crafternoon session at the school as part of the Wider Horizons program, 50 children tried to sign up for the 10 available slots.
- Adult programming including the two book clubs, Game n' Gab and crafting programs remain well attended.
- Increasing our Wednesday hours to 8PM has made evening programs on that day much easier on the staff because some activities tended to run over the 7PM closing time. Now the patrons are checked out and the library closes promptly at 8.
- Our excellent page Olivia will be leaving for college summer camp in June. Liz will be actively seeking a replacement in the coming months.

- The yearly inventory of the collection is almost done.
- Once again, there have been problems clearing snow and ice from the parking lot and walkways around the Library, with staff having to clear areas that are the responsibility of the Town. We have alerted the Town Administrator about this ongoing problem. Liz will draw a map of the areas critical for snow removal to make sure that the snow removal service understands our needs.
- Allison moved to accept the Director's report and Jim seconded the motion. All voted in favor.

Old Business:

- Jim reported on the feasibility of adding a PayPal Donate button on the Library's website. After consulting with the NH Library Trustees Association, it appears to be fairly straightforward, since we already accept cash donations. However, when we consulted Dan we discovered that adding this button would approximately triple the cost of our monthly Wordpress fee. Jim and Dan will consult on putting a new donation page on the site that does not require a rate hike.

New Business:

- Jen brought a pending bill in the Legislature to our attention that would mandate background checks not only for staff, but also for volunteers and Trustees. No action needs to be taken at this time.
- Jen recommended that we begin planning for exterior and interior maintenance for the Library. A first step should be to develop a spreadsheet of the physical plant which notes which functions are the responsibility of the Town and which are the responsibility of the Library. Some of this information has been lost due to turnover in the Director's position and the Trustees. For example, the previous minutes reflected concern about whether the septic tank needed pumping, when it turns out that the Town takes care of this on a regular basis. Once we have this information, we will develop a punch list of projects that need our attention.
- Jim moved to accept any and all new donations and Allison seconded. All voted in favor.

Jim moved to adjourn, and the meeting ended at 6:51pm

The next meeting will be March 10, 2022 at 6pm.

Respectfully submitted,
Jim Kelly

Director's Report 2.9.22

Circulation and Usage Statistics:

- We are seeing days with steady foot traffic throughout the day rather than the variable ups and downs that we have had throughout much of the pandemic. Children's programming days always have higher traffic.
- OverDrive checkouts remain consistent in the high 600s. We expect this trend to continue.
- Computer use remains generally the same with 35+ users per month, we expect more during tax season.
- Outdoor pickup is available upon request.
- Facebook Page visited 512 times in past 28 days, likes: 648, +2 this month, 703 total followers.

Children's Programming:

Children's programming is seeing record demand. LEGO Club is still our most popular program, followed by morning story-times on Thursday and Friday, then our BYG programs. Even afternoon story-time has added attendees, with about five participants.

- Julie continues to offer crafternoon through the Wide Horizons program at the school. There is so much demand (50+ children trying to sign up for 10 spots) that Julie split it into two different six-week sessions, so more children get the opportunity. This was the same program that we tried to offer in-library on Thursdays with no interest.
- The Summer Reading Program will be offered from July 5 – August 12.
- Dan's Harry Potter RPG night is at capacity with six participants. The regular BYG meetings are open to as many as want to attend.
- Julie has scheduled several programs for February school vacation week. One program does require registration due to a limited number of materials, but all the rest are drop-in. She is planning similar events for the April vacation week.
- We are in the beginning stages of trying to attract older teens to the library. Dan will be working on this in conjunction with Julie and Jordan as they have ideas for older teen craft programs.

• Adult Programming:

- Afternoon Book Group – Seven members came in to discuss *Never Caught: The Washingtons Relentless Pursuit of their Runaway Slave Ona Judge* by Erica Armstrong Dunbar on January 6.
- Evening Book Group met on Wednesday, January 26 to discuss *Daisy Jones and The Six* by Taylor Jenkins Reid. Seven members attended this lively discussion.
- Game 'n Gab afternoon game club had four members come to play Mexican Train on January 4.

- Julie offered a Mid-Winter Blahs craft night on Thursday, January 27. In this program she showed participants how to make bookmarks and winter decorations out of old books and paper bags. We had five attendees.
- We have more programs coming up as the weather improves – a book talk in February, a dietitian program in March, a musical performance, and a talk about becoming a zero-waste household in April.

Technology:

- Our HP scanner/fax/printer machine has been causing some problems. HP now expects commands to come through their app, rather than through the computer, and this leads to malfunctions and to our having to consult Dick more frequently. We're hoping to figure out some workarounds for these issues.

Banking/Financials: (As of 2.6.22)

- Operating: \$ 12309
- Debit: \$ 223
- Copier/Fines: \$ 3968
- Donations: \$ 7142

Staffing/Service:

- Sunday service has been quieter than anticipated.
- Being open Wednesday evenings until 8pm has made programming easier, we are now able to wrap up our programs, get people checked out, and close the library promptly at 8pm. When closing time was 7pm, we were always running over into 7:30+ closing times.
- Our page will be departing for her college's summer camp at the beginning of June. We will be posting for a teen page position at the beginning of March. Liz has begun trying to recruit applicants by chatting with parents looking for volunteer work for their Coe-Brown students. Liz would like to post for two page positions, so these new employees could potentially swap out shifts if they are unable to work due to other commitments.

Collection:

- Forty-five items were added to the collection in January.
- Staff have been working through the inventory process. At present, we are finding a few missing items in each section. Many of these are found in displays, or on the repair shelf, but so far, we have a very small number of missing items and are also putting the shelves in order as we go.
- We have run out of space for additional juvenile graphic novels. Utilizing the shelves right below, where Juvenile oversize currently reside is the best option but then we need to find another place for juvenile oversize which could result in some juggling downstairs. Either way, we'd like to keep the oversize items on bottom shelves due to their weight and size.

Policies and Procedures:

- Most patrons are masking, and now that the school has made masking optional, we have patrons calling to see if we have dropped our requirement. We hope the mandatory masks are dropped soon at the town level, some are simply not interested in compliance or even in checking to see if masks are needed at this point.
- We are still open for programs in the meeting room – with a maximum of ten people and air purifier on, but do have some programming coming up in March, April, and May, which will push us over the 10-person limit.

Budget:

- The town deliberative session saw the library budget put on the ballot with no changes. We look forward to seeing the results of the town vote in March so we can finalize our budget numbers.
- We have decided against the Boston Museum of Science passes for 2022/23 – we have had no uses in over a year. This is an expensive pass that we can replace with outdoor venues in NH that might be better utilized: Bedrock Gardens, Squam Lake Science Center, and the NH Farm Museum.
- Our shoveling/plowing situation remains problematic. With a new contractor, we have had the parking lot plowed and sanded with no problem. The front walk is sometimes shoveled sometimes not, and never sanded/salted except by the library staff. The upstairs emergency exit is now being shoveled out, but not the downstairs ones except by the library director when the doors become unable to be opened due to snow accumulation. The town hall is aware of the situation, but the contractor has not stopped by the library to ascertain what needs to be done on a storm-by-storm basis.

Library Statistics Ending January 31, 2022

Monthly Circulation (includes print & e-resources)

Month	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	2020 Total	2020 OD	2021 Total	2021 OD	2022 Total	2022 OD
Jan	2588	2932	3257	2726	2435	3276	3057	2547	382	3542	2648	625	1978	693	2176	687
Feb	2864	3230	3011	2738	2623	3138	2967	2780	460	3290	2323	619	1754	657		
Mar	3380	3102	3290	3171	3068	3729	3304	3100	448	3837	1483	558	2161	652		
Apr	2848	3383	3664	3002	3147	3236	3263	2689	463	3263	277	643	1868	651		
May	2593	3012	2830	2665	2554	3079	3152	2827	479	3154	440	693	1718	679		
Jun	3035	3108	3510	2847	2878	3540	3908	2572	492	3524	1156	642	2230	688		
Jul	4249	4375	4894	4051	4162	3985	3303	3616	562	3884	1540	656	2871	685		
Aug	4285	4094	4176	3429	3614	3681	3419	3420	559	3452	1821	651	2783	777		
Sep	2899	3133	3381	2496	3233	3365	2576	2905	552	2648	2171	654	2656	671		
Oct	3188	3401	3561	2845	3053	3291	2780	3257	629	2899	2192	629	2266	690		
Nov	2778	2709	2433	2373	2807	2794	2669	3228	590	2324	1647	635	2176	721		
Dec	2510	2427	2340	2403	2991	2874	2232	2899	546	2205	2270	631	2330	653		
Total	37217	38906	40347	34746	36565	39988	36630	35840	6162	35817	19968	7636	26791	8217	2176	687

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	1696		
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	2247			
Sep	N/A	3039	2827	2569	2658	2764	570	2043			
Oct	N/A	2660	2746	2936	2943	3120	623	2015			
Nov	2321	2667	2441	3330	2541	2381	455	1400			
Dec	2140	2375	2261	2377	2266	2021	564	1759			
Total	4461	31084	33691	32821	31855	32332	9275	15988	1696	0	0

Library Statistics Ending January 31, 2022

2022 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	Website Traffic
Jan	45	10	4	17	101	5	29	2	48	61	1310
Feb											
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Total	45	10	4	17	101	5	29	2	48	61	1310

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	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	80	13	21	6	92	2	5	5	38	185	1650
Sep	208	10	35	10	67	4	18	4	42	224	1154
Oct	127	13	22	14	75	4	34	3	46	112	1409
Nov	43	9	11	17	106	3	19	0	38	79	1255
Dec	104	6	9	20	138	5	32	5	32	42	1244
Total	1007	96	55	51	685	23	241	34	377	2039	16802