

**MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES
MEETING
April 20, 2022**

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

The meeting was called to order at 6:01 p.m.

Policy Updating/Current Task:

- State inspection of the accessibility lift resulted in the state shutting down the lift; no fines or repair shot clock as the town had just voted to replace. Because this restricts access to the lower level, all adult programming is being scheduled/held upstairs to ensure access.
- On scheduling the replacement, we are awaiting response from the lift company. Replacement is anticipated to take approximately 4 days; children's room will need to be closed during this period.

Minutes from March Meeting

- Edits to meeting minutes include minor typographical errors and correcting line reporting the recently elected by striking "Allison Friend-Gray" and replacing with "Kate Knight-Dupuis." Lorraine moved to adopt minutes as amended, Allison seconded, all voted in favor.

Treasurer's Report

- Not received prior to the meeting, Director Bolton says we appear to remain in good shape.

Library Director's Report

- Library statistics are all trending up—foot traffic, circulation numbers, card applications, and program attendance, especially for children's programs.
- Children's librarian is now reading at two additional local daycare centers.
- Non-resident card fees have been fixed for a number of years at \$20 per year. Most non-residents use these cards to access databases that have increased in cost significantly. Dir. Bolton surveyed other area libraries and our fee is lower than many. Allison made a motion that we increase this fee from \$20 annually to \$30 annually. Kate seconded, all voted in favor.
- Two candidates for page positions were interviewed. Lorraine moved that we authorize Dir. Bolton to extend offers to the candidates pending successful background checks. Allison seconded the motion, all voted in favor.
- Jen Phillips will attend the NHLTA meeting in Concord on May 10.
- Venmo—the Friends have set up a Venmo account for the book sale, using the @NottinghamLibrary ID. We are going to check and see if they would be willing to use @NottinghamFriends so that the library can use the other name for fines/photocopies, just so that it is clear where the funds are going, especially important during the book sale.
- The book sale will be the weekend of June 10-12.

- The town has approved a cost-of-living adjustment to town salaries of 4%. Library trustees are required to approve the COLA adjustment for Library employees. Kate moved that the library adopt the COLA adjustment, Lorraine seconded. All voted in favor.
- Lorraine moved that we accept any donations received, Kate seconded; all voted in favor.

Lorraine moved to adjourn, and the meeting ended at 7:16 p.m.

Next meeting: Wednesday, May 11 at 6:00 p.m.

Respectfully submitted,
Jen Phillips

Director's Report 4.20.22

Circulation and Usage Statistics:

- The library saw more consistent use and participation in programming during the month of March.
- Circulation of print materials was up 22% from February
- OverDrive saw a spike in usage up to 757 in March, a 16% increase over February
- Computer use remained consistent with fifty users, right in line with February
- Eleven new library accounts were opened; we've had double-digits every month so far this year
- Outdoor pickup is available on request, we no longer put it out automatically on Fridays
- Facebook Page viewed 106 times and reached 2674 people in past 28 days, likes: 658, +9 this month, 714 total followers.

Children's Programming:

During the first two weeks of March, children's programming was paused for planning and restocking for the next session. Programs resumed on March 16. We had sign-ups for the programs but are now also allowing drop-ins and next session, starting in May, will be all drop-in.

- Word of mouth about Miss Julie's storytimes has gotten out to local daycares. She now has 'storytimes' for three classes at All Aboard Daycare and two at Nature's Place Early Learning Center on alternating Fridays with the 5th Friday of the month (if there is one – off)
- Ms. Robin's Lapsit Storytime has become very popular – she consistently has a full house
- Ms. Julie put out a list supplies needed for summer reading projects (yarn, glue sticks, perler beads, black construction paper, etc.) and people doing clean-outs have been most generous.
- Dan's Harry Potter RPG and BYG programs continue to do well
- Carrie Bounds volunteered to contact local businesses for SRP prize donations. She has all the contact numbers; they all remember her and so we have gratefully accepted her offer.

• Adult Programming:

- Afternoon Book Group – consistently sees 4 to 5 members coming in.
- Evening Book Group had ten readers in to discuss *Girls of Tender Age* by Mary-Ann Tirone Smith. This group remains popular and has some lively discussions.
- Game 'n Gab afternoon game club had its usual four members come to play Mexican Train on March 1.

- Our Mindful Eating Class on March 9 had lots of interest but only five attendees due to a late winter snowfall. We asked the dietitian, a Nottingham resident, if she will come again as so many were interested. Mindful Eating will return on June 15 @6pm. We're hoping for good weather.
- The puzzle drive, in conjunction with Parks & Recreation was another success with slightly fewer puzzles being donated this year. We updated the library's puzzle collection, recycled several with missing pieces, and sent all the excess over to P&R for distribution at their March Legacy Luncheon.
- Liz went to the State Library in Concord to be trained on the 3-D printer and took one home for two months. It will be returned via the State Van service, and we can borrow it again for future programming needs.

Technology:

- Dick has extended his vacation and we are troubleshooting/fixing most of our own problems but are hoping he comes back soon.

Banking/Financials: (As of 4.6.22)

- Operating: \$ 25580
- Debit: \$ 407
- Copier/Fines: \$ 4498
- Donations: \$ 8609

Staffing/Service:

- We had seven students interview for the page position. Two were chosen to be interviewed by the Trustees on April 20. All students have busy schedules so we hope to hire two who can switch off duties as they also pursue sports, music, plays, schoolwork, and a social life. The position is budgeted for 9 hours weekly with the most important needs being alternating Saturdays, Sundays when we are short, and Thursday evenings. Olivia is now getting busier as she prepares to leave for school and filling this is a priority.
- We had several local patrons interested in our per diem position.

Collection:

- 126 items were added to the collection in March
- Liz continues to weed out older and much used/mended items from the children's non-fiction section.
- The inventory process is essentially complete. We just need to double-check some items to verify that they are nowhere to be found prior to deleting them from the database.
- We will be integrating whatever Reference materials still left in the collection into the general collection and disposing of the more dated material. Most items marked reference are very dated and no longer useful.

Policies and Procedures:

- We are reminding all new patrons that we cannot interlibrary loan materials younger than 6 months if they ask. We put those requests in a separate container for later review when we hit the 6-month timeframe.
- We are working on re-vamping the upstairs – the covid-era setup is starting to seem unnecessary, and we want to reclaim lost space to make the library appear more welcoming and open.
- Check into pricing of non-resident cards to see if Blaisdell is in-line with other nearby communities

Budget:

- Lift salesman and project manager will be visiting the library on Wednesday, April 13 @10am to finalize a schedule for the replacement of the lift.
- Dowling HVAC is scheduled to come and replace filters/check system on Tuesday, April 12 @9am.
- The Currier Museum pass is available again.

Library Statistics Ending March 31, 2022

Monthly Circulation (includes print & e-resources)

Month	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	2022 Total	2022 OD
Jan	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625	1978	693	2176	687
Feb	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568	2323	619	1754	657	2043	651
Mar	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558	2161	652	2460	757
Apr	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643	1868	651		
May	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693	1718	679		
Jun	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541	1156	642	2230	688		
Jul	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656	2871	685		
Aug	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651	2783	777		
Sep	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654	2656	671		
Oct	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629	2266	690		
Nov	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635	2176	721		
Dec	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562	2270	631	2330	653		
Total	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636	26791	8217	6679	2095

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	1701		
Mar	N/A	2522	2981	2552	2649	2668	1248	619	2083		
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	N/A	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	5480	0	0

Library Statistics Ending March 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	123	5	29	2	48	61	1310
Feb	74	19	6	21	162	5	18	8	51	60	1432
Mar	126	11	4	20	199	5	39	9	50	2	1567
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Total	245	40	14	58	484	15	86	19	149	123	4309

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