

# **MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING**

April 12, 2023

**Present:** Dan Bunker, Allison Friend-Gray, Jen Phillips, Kate Ver Ploeg, Karyn Quinn, Debbie Ricker.

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

## **Interim Director Candidate**

- Trustees met interim director candidate Steve Butzel to discuss the position and learn more about his prior experience as an interim director for two other libraries.

## **Election of Officers**

- All newly elected and appointed Trustees/Alternates had been sworn in prior to the meeting.
- Election of Chair: Allison nominated Jen Phillips for the position of Chair. Deb seconded; all voted in favor.
- Election of Treasurer: Jen nominated Allison for the position of Treasurer. Deb seconded; all voted in favor.
- Election of Secretary: Postponed the election of secretary to the next meeting.

## **Policy Updating/Hours/Current Tasks:**

- Lift: Firstlight no longer installs standard phone lines, only fiber optics, which will not work in the lift. Next step is for Jen to contact National Seating & Mobility to direct them to use the existing fax line.
- Dan noted that the fax machine receives regular and consistent use. We will need to find an alternate arrangement for the fax line.
- Hours have been cut back in response to reduced employee numbers. We will remain closed on Sundays and have reduced hours on Fridays until we are able to fully staff the library.

## **Secretary's Report:**

- The minutes of the March meeting were reviewed. Allison moved and Deb seconded to accept the minutes. All voted in favor.

## **Treasurer's Report:**

- We did not receive a Treasurer's report in time for the meeting.

### **Library Director's Report:**

- Dan provided a review of the Library Director's Report. Circulation and gate counts increased in March, despite snow days.
- Children's programming remains overwhelmingly popular, with capacity numbers and most programs with wait lists. Julie is paying close attention to attendance numbers and the cadence on specific weekdays and will consider adjusting programming to accommodate as many as possible.
- Adult programming remains steady for the monthly programs (book groups, Game & Gab, Cookbook Group). Unique programs reflected solid attendance numbers in March, with 15 attendees for Estate Planning and 15 for Organic Gardening; 8 for Bible as Literature.
- Summer Reading planning is almost complete, with three large events scheduled (kick off, midpoint, and closing).
- Tech and banking are in good shape. Staffing continues to experience strain, but all are adjusting to the increased demands on their time with a determination to serve the community.
- Library will be closed on April 14 to address the tree work that needs to be done.
- Collection—95 items added, new stuff continues to fly off the shelves.

Deb moved to add the updated Director's report to the minutes, Kate seconded. All voted in favor.

### **Old Business:**

- Jen will be meeting with the Facilities Review Committee on Apr. 13 at 4:45 p.m.; Dan will join if the desk is not too busy.
- As noted above, the damaged/sick trees will be removed on Friday, Apr. 14.

### **New Business:**

- CD: Trustees voted to roll over the CD for another term. Allison moved, Deb seconded, all voted in favor.
- Shed: Friends of the Library are moving forward with the construction of a garden shed to store less-used items. Trustees determined placement in the back would meet the needs.
- Jen reminded everyone about the grounds cleanup on Saturday, April 15.
- Deb moved to accept any and all new donations and Kate seconded. All voted in favor.

Jen will contact trustees via email to determine the best date/time to meet with the second candidate for the interim director position, and for the next Trustee meeting date.

Deb moved to adjourn, and the meeting ended at 9:09 p.m.

Respectfully submitted,  
Jen Phillips