

# MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

May 24, 2023

**Trustees Present:** Jen Phillips, Allison Friend-Gray, Debbie Ricker, Kate Knight-Dupuis, Kate Ver Ploeg, Karyn Quinn (Alternate)

**Others Present:** Dan Bunker, Acting Library Director

**Members of Public:** Laura Hilbert

The meeting was called to order at 6:32PM.

## **Election of Officers:**

- Election of Secretary: Jen nominated Debbie Ricker for the position of Secretary. Kate VP seconded; all voted in favor.

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

- Reduced library hours remain in effect. Library has received some public comments regarding the earlier closing time on Fridays.
- Policy Review to be added to future agendas, with intent to review 1-2 policies each month. Policies to review at the next meeting(s):
  - Mission Statement – pg. 3; Rev. 2.14.2018
  - Collection Development Policy – pg. 25-27; Rev. 11.7.2022
  - Statement of Concern About Library Resources (FORM) – pg. 33
- There was discussion around a need for internal logs/policies on:
  - Maintenance
  - Treasurer Reporting
  - Volunteer Hours – Trustees, Professional Services (Accounting/IT), Friends, other volunteers
- ADA Compliance Status:
  - Automated front door is complete. ADA buttons installed on May 15. Jen and Deb split shifts to have the building open for this work.
  - Lift is 90% complete. The new line has been installed, but still needs to be connected downstairs by FirstLight – still waiting for a response. The trim needs to be finished; then the lift needs inspection by the state. Final payment will be made upon completion.
  - Emergency exit ramp is in decay; need quotes for repair/replacement.
  - Front walkway leveling work is scheduled for Monday, June 5. Jen will be on-site. Online Dig Safe ticket has been submitted; work area has been pre-marked; waiting on utilities to complete their mark-outs.

## **Secretary's Report:**

- The minutes of the April 12 meeting were reviewed. Allison moved, and Kate K-D seconded to accept the minutes as submitted.

- Review/approval of minutes from the April 26 Meeting and May 10 Nonpublic Session to be done at the next meeting.
- There was discussion to ensure all approved minutes are posted on the website.

### **Treasurer's Report:**

- The Treasurer's Report was reviewed. There was discussion about the Maintenance line being over and about the percentage of the Technology line item that has been used to date. Allison moved and Kate K-D seconded to accept the report. All voted in favor.

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

- \$500 was moved to Debit for Summer Reading Program (SRP).
- Ink cartridge costs have cut into a large portion of the technology budget line. Trustees to look at adjusting fees for printing/coping to compensate for increased costs.
- Gate count is down from last month; attributed in part to Sunday closures and the closure for tree removal on April 14. Daily average continues to be trending up since the beginning of the year.
- Overdrive circulation dropped slightly.
- Physical material circulation decreased in April from last month.
- Both STEAM and LEGO clubs are consistently full.
- Will be looking at hosting special events/storytimes at different locations in the future, as the special Friday storytime at the community center bandstand was very well attended.
- Book Group attendance was down in April.
- The Friends of the Library meetings remain well attended.
- 42 new items were added to the collection in April. New items (especially adult fiction, DVDs, and children's picture books) continue to fly off the shelf as soon as they come in.
- NH Turtle Rehab program had 46 sit-in attendees, with well over 50 when including families who stopped by to see the turtles. Plan to make this a yearly program.
- Plans for a Board/Trivia Games lending library coming to the collection soon!
- Dan and staff continue to manage assignments and director duties. Trustees continue to fill in to help with director duties such as paying bills, making deposits, opening/manning the building for maintenance work on Mondays, etc.
- There is an occasional foul smell near the countertop and in the restroom on the lower level. Dan/Jen to look into who can come look at it – septic/plumber?
- Dan to move forward with scheduling carpet cleaning with Yellow Finch Carpet Cleaning out of Durham, to include carpets/upholstery/entry mats/etc.
- Will add library page hours during SRP; these additional hours were budgeted.
- Several SRP events will be hosted at other locations and may occur at times outside the library's usual schedule.
- Dan and staff are looking at current programming popularity/needs to determine if revisions/additions are warranted for the next school year session (September 2023). There was discussion on whether offering a few big programs and some small programs, versus many small programs, would be better for staffing or vice versa.
- The library will be closed the week following SRP (closed Tuesday, August 15 through Saturday, August 19; reopening Tuesday, August 22).
- Dick has brought up the need to replace staff/public computers in the near future. Dick will pull together estimates and suggested replacement schedule for Trustees to review.

- Allison moved to accept the Director's report and Kate K-D seconded the motion. All voted in favor.

### **Friends of the Library Report:**

- May book sale was a success. Money raised from past two sales was used to purchase materials for the shed; shed being built all by volunteers.
- Friends are in the process of revising their By-laws, due to changes following 2020.
- Plan to fund museum pass(es) for library patron use.
- Purchased Immersive Reality (IR) Kits for the library. Showcase to staff and BYG so far.
- Two "Little Libraries" (LL) have been built/donated. One to be placed at the Community Center and the other on the Pawtuckaway State Park Camp Store. Friends wish to do an unveiling/ribbon cutting at the library prior to installation. W. Nottingham has been identified as the next location spot for future LLs.
- Friends may start outreach to neighboring towns' Friends of the Library groups.

### **Old Business:**

- Shed Placement: there was discussion about how this topic came up at the Board of Selectmen (BoS) meeting on May 1. Trustees discussed RSA 202:A-6, and how that statute intersects with providing the town important information about the library grounds. Trustees will continue to loop in the BoS as a point of information for future items, but permission is not compulsory. It was noted that the Friends are "gifting" the shed to the library and that no Library funds are being used to build it.
- Reorganization of the two storage closets to happen after the shed is completed, as some items currently stored there will be relocated (seasonally) to the shed.

### **New Business:**

- Updates/Highlights from NHLTA conference:
  - Trustees always learn something new, sessions very interesting and informative.
  - BML staff are leading the way with community outreach/programming.
- Humanities Council series: Dan will look at current offerings/cost. Historically specific topics typically do well in town; others not so much. Friends may assist with funding.
- Author Reading/Fundraising opportunity: a local author has asked to do a book reading/signing at the library. Money from the sale of his book at this event would be donated to the library. The Friends will discuss at their June 1 meeting if they will sponsor this fundraiser. The talk is tentatively scheduled for June 15, at 6:30pm.
- Public comment: all agreed to add this to future agendas.
- Monthly Tasks:
  - Alarm System was checked;
  - Septic was last pumped Sept 2022 - Jen to check if this should be done annually for public buildings; and
  - Mowing is being done, but not weed wacking. Confirm whether the Town does this for other properties.
- Deb moved to accept any and all new donations; Kate K-D seconded. All voted in favor.
  - One donation requested to allow the child pick out the book(s). Library coordinated with child's parent(s) that child will come in to meet with Julie so they can choose the books together to add to the children's collection.

- Need to look into how to take down the job posting for interim director since an offer has been extended/accepted.
- Jen moved to enter a non-public session under RSA-91-A:3 II (b) and (c), Allison seconded.

Roll Call vote to enter nonpublic session:

Jen Phillips:	Y
Allison Friend-Gray:	Y
Debbie Ricker:	Y
Kate Knight-Dupuis:	Y
Kate Ver Ploeg:	Y

Others Present: Dan Bunker, Karyn Quinn

The non-public session began at 8:12 and ended at 8:29.

**Next meeting(s): June 14 at 5:00PM**

Deb moved to adjourn, and the meeting ended at 8:43PM

Respectfully submitted,

Debbie Ricker