

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

June 14, 2023

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

Others Present: Amanda Stevens, Interim Library Director
Dan Bunker, Head of Circulation

Members of Public: none present

The meeting was called to order at 5:08PM.

Policy Updating/Current Tasks:

- Meeting Room saw a bump in community usage.
- At the June 5th BOS meeting, the Library was suggested as a possible location to display the Chair of Honor (POW/MIA) donated to Nottingham by Rolling Thunder, NH Chapter One. The chair is currently in the BOS secretary's office. The Trustees/BML have not received a formal request to place it in the Library. Multiple concerns were raised, including the following:
 - The library is a high-traffic, public building. There are concerns of potential damage to the chair.
 - Staff are unable to monitor to ensure the chair remains empty, per the intent, as the POW/MIA chairs are meant to represent those service members who are unable to fill them because of their sacrifices. A POW/MIA chair in any location is to remain perpetually empty to help people remember that even though our soldiers are not here, there is always space for them.
 - The library is already having issues with space.Given the above concerns, if this request is made, the Trustees will respectfully decline this gift, and suggest the chair be placed in a more suitable and safe location.
- Policy Review: revisions to be made by the Trustee as noted, and reviewed at July's meeting.
 - Mission Statement – pg. 3; Rev. 2.14.2018
 - Patron Code of Conduct – pg. 60-61; Adopted 12.14.2022
 - Deb will review / bring recommendations for revisions, to encompass when/how to suspend patrons/public due to threatening, verbal abuse, misuse of property – what can we legally do.
 - Also look at Statement of Policies, II – Who May use the Library – pg 4; Rev 1997
 - Collection Development Policy – pg. 25-27; Rev. 11.7.2022
 - Kate VP will review / propose language to revise section E. Gifts and to include other materials/items besides books, “deaccessioning” language, and to address items “on loan” in the library.
 - Statement of Concern About Library Resources (FORM) – pg. 33
 - Jen will revise / add language to include provision that complainant must be a resident of Nottingham.
- ADA Compliance Status:
 - ADA front door completed last month and has been used a few times.
 - Lift still not operational:
 - The electrician ran a new line for the lift, as the existing two copper lines in the old part of the building could not be accessed from the new part of building. These two lines are owned

by Consolidated and leased by FirstLight. FirstLight cannot do anything to the lines as they do not own them and Consolidated will no longer support copper. Closest fiber junction is 5 miles away; it costs \$50k/mile to lay a new fiber line. This is way out of the scope of budget.

- Comcast has been contacted and should be able to add a new phone line (lift emergency line) to the building for approximately \$65/month.
- The Library may be able to upgrade the phone lines by coordinating with the Town. Since current lines are failing (dropping calls, unreliable outgoing calls, etc.), it may make sense to do the phone and fax lines at the same time. Dan/Amanda will contact Comcast to determine if the phone and fax numbers can be ported, and how much three lines would cost.
- National Seating and Mobility is booking out to August for work. The trim needs to be finished, and then the lift would need inspection by the state. Final payment will be made upon completion.
- Emergency exit ramp is in decay; need quotes for repair/replacement. Per the Joint Loss Committee both exit ramps need repair/replacement.
- Front walkway leveling work is complete! Poly-jacking happened Monday, June 5. Concrete crack joints were filled after, due to inclement weather.
- AlarmSystems Plus was here and cleared “failing to communicate” error, censor cleared.
- Domain registration paid this past month. This is done biennially.
- Received a card from Liz Bolton, thanking us for her first directorship. It is in the Trustees mailbox.

Secretary’s Report:

- The public minutes of the May 24 meeting were reviewed. Allison moved, and Kate VP seconded to accept the minutes as submitted.
- Review/approval of minutes from the April 26 Meeting, the May 10 Nonpublic Session, and the May 24 Nonpublic Session (available in the Trustees folder in safe) will be done at the next meeting.
- All 2022 minutes are posted on the Library’s website.
- Following approved 2023 minutes to be posted:
 - January 11, 2023; February 16, 2023; March 23, 2023; and April 12, 2023
 - May 24, 2023 minutes <- approved tonight 6/14
- Following 2023 minutes to be distributed and/or reviewed:
 - April 26, 2023 minutes <- to be distributed & reviewed
 - May 10, 2023 nonpublic session <- to be distributed & reviewed
 - May 24, 2023 minutes <- approved tonight
 - May 24, 2023 nonpublic session <- to be reviewed (in Trustees folder)

Treasurer’s Report:

- The Treasurer’s Report was reviewed.
- There was discussion about the percentage of the Technology line used to date. Cannon printer continues to be an issue. There was discussion on ways to offset ink costs.
- Dan/Amanda to place more book orders to use up the new materials line item by end of year. Payment for e-Books (NH State Library) comes from this budget line also. To verify whether Liz paid for this year (2023) ahead of time, at the end of 2022? Dan/Amanda to confirm when the NH State Library bill is due (is 2023 paid in full, can 2024 be paid in December) and for what amount.
- Maintenance is over budget due to tree removal costs.
- Allison moved and Kate VP seconded to accept the report. All voted in favor.

Library Director's Report:

- Ink cartridge costs have cut into a large portion of the technology budget line. Trustees reviewed surrounding library fees and determined a \$0.05 rate increase for printing/copying to be appropriate:
 - NEW Printing/Copying rates, to be effective on September or October 1, 2023:
 - B&W: \$0.15/page and \$0.20 double-sided
 - Color: \$0.30/page and \$0.40 double-sided
 - The Friends of BML will pay the same rate (no discount, per request of the Friends). Friends responsible for tracking their printing/copying, and will pay periodically.
- Carpet cleaning with Yellow Finch Carpet Cleaning is scheduled for Thursday, August 17, at 9AM.
- An incident report was filed in May. Trustees discussed whether existing Patron Code of Conduct policy needs to be revised. Deb will look at and suggest revisions for July's meeting.
- Library is closed Tuesday, August 15 through Saturday, August 19; reopening Tuesday, August 22.
- Summer Reading Program special events:
 - Thu 7/6 @ 10a – Wildlife Encounters @ BML (Kickoff)
 - Sat 7/22 @ 1p – High Flying Dogs @ Marston Field
 - Fri 8/11 @ 11a – Tailwinds Raptors @ Rec Center - *event sponsored by FOL* (Finale)
 - Fri 8/11 @ 12p – Finale celebration – *ice cream/snacks sponsored by FOL* (Finale)
- Dick has started to price out computer upgrades for the building. Looking at some refurbished models that would be Windows 11 compatible. Trustees need Dick to put together a list of recommended computers with costs and dates for replacement. To confirm switch to Windows 11 would be intuitive for staff/patrons.
- Allison moved to accept the Director's report and Kate VP seconded the motion. All voted in favor.

Friends of the Library (FoL) Report:

- Friends revised their By-laws; ready to submit AG.
- Dan/Jen to get back to Friends with amount needed for help with museum passes for 2023.
- Reinstated book purchase for Food Pantry families. New books were ordered, wrapped, and delivered to the Pantry for distribution on Thursday, June 15, along with bookmarks that list special SRP events and other things offered at BML. Deb created a Book Wish List for families to receive a new book for each child (under 18). All but one family participated, only declining as prefer to use the library.
- "Little Free Library" (LFL) reveal is Thursday, June 15, at 6pm. Plans for more LFLs in the works.
- Local Author talk/fundraiser with Tom Eid is Thursday, June 15, at 6:30-7:30pm.
- Gift cards were purchased for use for children's and youth programs.
- The Fall Book Sale is scheduled for September 22-24, with donation period of September 18-21.
- Fall Cleanup scheduled for Saturday, October 14, at 10am. Warm drinks/light snacks to be provided.

Old Business:

- It was decided the Friends would host Tom Eid, for a Local Author talk/fundraiser for his book *53 With a Tree*. Mr. Eid is generously donating all proceeds from sales that evening to the Friends, to benefit BML. Trustees are encouraged to attend and/or spread the word.
- Internal log/policy status:
 - Maintenance Log – still needed

- Treasurer Reporting – there is now a form to be completed and witnessed by any BML staff available each time
- Volunteer Hours – there is a log for Trustees, Accounting, IT, Friends, Volunteers where each person has their own page to track hours.

New Business:

- Communications: The Town offered BML space to put their own bulletin board, instead of using the Town's board for meeting notices. This could be used to promote events/programs (especially adult programs), museum passes, in addition to meeting notices. Trustees discussed briefly, but need to consider is this is to be funded from the operating budget or the Friends (or joint purchase). To be discussed more at the next meeting.
- NHLTA Trustees Orientation (free workshop) is scheduled for Monday, July 17, 10a-2p in Concord. Deadline for registration is Wednesday, July 12.
- Monthly Tasks:
 - Disbursement letter(s) to BOS – Jen sent a letter in January to request both (January and July) disbursements. Jen to follow-up if funds were disbursed.
 - Summer Reading Program / Nottingham School – an in-person visit has not happened for a few years, due to Covid. It was discussed and decided that an email would be sufficient. Deb will provide Amanda with contact info for Jen Bachhuber, the Principal's Secretary, to request SRP info be sent to All Parents via email blast; and
 - CD to mature in July. Discuss whether to rollover again at the July meeting.
- Deb moved to accept any and all new donations; Kate VP seconded. All voted in favor.
- No non-public session was needed.

Public Comments: none

Next meeting(s): July 19 at **6:00PM**

Deb moved to adjourn, and the meeting ended at 6:42PM

Respectfully submitted,

Debbie Ricker

Approved on June 19, 2023