

# MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

August 9, 2023

**Trustees Present:** Jen Phillips, Allison Friend-Gray, Debbie Ricker, Kate Knight-Dupuis

**Others Present:** Amanda Stevens, Interim Library Director

**Members of Public:** none

The meeting was called to order at 6:04PM.

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

- Library meeting room/hours of operation: remain the same.
- The upcoming library closure for August 15-19 will be posted on the town's website.
- Policy Review: tabled for next meeting.
- ADA Compliance/Lift Update: still waiting for the emergency line to be run into the lift. The electrician and lift company are communicating directly to coordinate this work.
  - There are patrons/families who currently cannot access the children's level/room for materials or programs with the lift not being operational. There are also patrons who cannot access the backyard and/or garden area without the mobility assistance provided by the lift.

## **Secretary's Report:**

- The minutes of the June 19 meeting were reviewed. Allison moved, and Jen seconded to accept the minutes as submitted. All voted in favor.

## **Treasurer's Report:**

- No Treasurer's Report: bookkeeper is on vacation. Amanda confirmed budget is on track.
- The second disbursement from the Town was deposited, and money was moved to debit.
- Amanda noted the need to purchase ink, again, for the Cannon printer. Ink will be purchased through Cannon, instead of Amazon, to see if there is a difference in quality of ink. This printer goes through an excessive amount of ink, in turn it is burning through the budget line item. Amanda noted that a new printer costs around \$300-400, and that ink usage may be significantly less if it uses liquid bottles. Trustees to look at budget to determine if/when a new printer could be purchased. Staff will track printing usage of Cannon to consider if one printer/copier would be suitable or keep a separate printer for staff use.

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

- NH downloadable (Overdrive) will increase to \$3139, from \$2826, for 2024.
- Nottingham School sent out a summer reading list. The library purchased the books (mostly older titles) not already part of the collection to have available for students.
- D&D Drywall Construction provided a quote of \$7800 to install the pocket doors for the meeting room. These need to be lockable. Amanda will check whether the quote included this option.

- The shed is complete! Staff is grateful to Joe and Susan Medeiros and the Friends for their generosity. A combination lock has been purchased for the shed. Staff has started moving things into the shed to prepare for the carpet cleaning next week.
- Programming:
  - SRP is wrapping up this week. The finale event on Fri 8/11 with the Tailwinds event at the Community Center, followed by a cookies/ice cream/raffle celebration at the library.
  - STEAM+ club and weekly story hours will re-start after Labor Day.
    - No Wednesday story hours in the fall, as it saw little attendance. Coverage has been added to Friday mornings, as that story hour sees 20-25 patrons consistently.
  - Hogwarts will move to the first Saturday of the month (unless a holiday) at 10am.
  - Two NH Humanities programs are scheduled for the fall. Library is responsible for presenter's mileage costs. The Friends previously offered assistance with bringing the NH Humanities programs back. Amanda will request assistance with mileage costs at the next FoL meeting.
    - October 4: *The Old Man: His life and Legacy*
    - October 25: *Maple, New Hampshire's Medicine of Connection*
- Steve Soreff will present his memoir on September 21 at 6pm. He is hoping to co-host this with the Nottingham Historical Society (waiting on confirmation).
- Coffee Hour on Wednesdays at 10am will be promoted for the month of September, to include coffee and treats along with mini presentations by community members on various topics.
- Considering staffing needs and options for November/December to help with coverage for the duration of an employee's leave. A tentative schedule has been made. Hoping to have another person to cover these hours.
- Reminder: the library will be CLOSED on Tuesday, August 15 through Saturday, August 19; reopening Tuesday, August 22.
- Allison moved to accept the Director's report and Jen seconded the motion. All voted in favor.

### **Friends of the Library (FoL) Report:**

- Shed is complete! Special thank you to Joe and Susan Medeiros.
- Fall Book Sale will be Sept 22-24, accepting donations Sept 18-21.
- Little Free Libraries are up and being used.
- Fall Clean Up Day of library grounds is scheduled for Sat, Oct 14 at 10am (rain date TBD). Trustees are encouraged to attend.

### **Old Business:**

- Bulletin Board at Town Hall: Trustees approved putting up a separate bulletin board, in conjunction with the Friends, in the Town Office's hallway, as offered. The bulletin board should clearly be divided in half to allow one side for Library/Trustees information and the other for Friends fundraising events/information. Trustees approved splitting the cost with the Friends. Deb will bring to the next Friends meeting for their approval, along with 1-2 options as determined by Deb and Amanda together.

### **New Business:**

- Budget Discussion:

- Trustees split up the list of neighboring/peer libraries to obtain current salary information for those library directors. There were mixed levels of success with reaching out to the library directors/trustees. Working on summarizing the 2023 salary information obtained to present to the Selectboard, to support the increase in salary to hire a library director for 2024.
- Looked at total salary line and current hourly rate for all staff positions. Discussed potential increases to bring closer to an appropriate wage for position.
- Request better communication with town on annual raises. If town-wide raises are to be implemented, the Board would like to be notified so we can meet/vote to follow suit.
- Discussion on ways to recognize the additional work the entire staff has undertaken to ensure the community continues to be served.
- Need to advertise for two positions to help cover staffing needs during an upcoming leave of a key employee. Amanda will draft job listings and send to Trustees to review. Amanda and Dan will meet with job candidates prior to bringing to the Trustees to interview.
  - Short-Term Temp position: skilled, education level BA minimum, \$20/hr for up to 20hr/wk, for mid- to late-October 2023 to/through January 2024. Potentially promote as a way to earn extra money during the holidays.
  - Per Diem position: \$15-17/hour based on experience; open position (no end date).
- Update Monthly Tasks:
  - Service water filtration system
  - Clean carpets – scheduled for Thursday of closure
  - Director evaluation (September?)
  - Budget discussion (moved up August)
  - Schedule shoveling – need a Memorandum of Understanding (MOU) with Town
  - Rebuild piston/water system flush every 3 years?
- No donations received via Stripe. Jen to test donation notification regarding banking.
- Kate K-D moved to accept any and all new donations; Allison seconded. All voted in favor.
- Checked in with Amanda on how it has been going.

**Public Comments:** none

**Next meeting(s):** NO September meeting. October 5 at **5:00PM**.

Kate K-D moved to adjourn, and the meeting ended at 7:27PM

Respectfully submitted,

Debbie Ricker

*Approved on September 28, 2023*