

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

November 15, 2023

Trustees Present: Jen Phillips, Debbie Ricker, Kate Ver Ploeg, Allison Friend-Gray

Others Present: Amanda Stevens, Interim Library Director

Members of Public: None

The meeting was called to order at 5:02PM.

Budget:

- Presentation to Select Board on October 30 went well. Select Board asked a few questions and seemed to understand need for improved salaries.
- The 4% tax cap on the town budget is concerning, especially if each department is seeking salary increases. May see more warrant articles used to fund town budget items this year.
- Parking Lot study update: Property boundaries were being surveyed earlier this week. There is a potential issue with the existing leach field. Its location needs to be verified to determine if it will impact the parking lot improvements.
- ADA Compliance/Lift Update: State Inspection for lift scheduled for November 29. Lift access is currently locked-out, as non-operational until inspection. Inside lift needs to be cleaned of debris from install (National Seating & Mobility).

Secretary Report:

- September 28 meeting minutes were reviewed. Kate VP moved, and Jen seconded, to accept the minutes as submitted. All voted in favor.
- October 12 meeting minutes were reviewed. Kate VP moved, and Jen seconded, to accept the minutes as submitted. All voted in favor.

Treasurer's Report:

- Discussion on the Operating budget remaining for 2023. Check Alarm System line (overspent?).
- Materials: orders continue to be processed for books, DVDs, and audio books.
- Furniture: children's chairs and an area rug for the YA area were ordered.
- Items being considered: new vacuum, button machine, BML banner (parade), NH State Parks Pass, activity backpacks, and/or new office chairs.
- Allison moved, and Kate VP seconded, to add the treasurer's report to the minutes. All voted in favor.

Director's Report:

- Halloween Festival with the Rec Dept at the Community Center was a success.
- Program numbers to be lower for children's programming this month due to holiday closures.

- Holiday Cardmaking with Jordan is scheduled for December 13.
- BML will hand out Grinch-themed bracelets during the holiday parade on December 2.
- Thank you to the Friends for purchasing a new, bigger refrigerator for the meeting room.
- An electrician relocated the thermostat and light switch in the way of the taller fridge unit.
- Finding a handyman for a few projects (e.g., repair the window sill) continues to be a challenge. No one responding to inquiries.
- Overdrive is at an all-time high for usage (over 1000 this month).
- Humanities-to-Go programs were not well attended. Will try scheduling during Coffee Hour in January, instead of an evening program.
- Coffee Hour had a good crowd this week; hosted at the Rec Center with the Legacy Leaders.
- Staffing: there was a brief discussion on salaries in general. The short-term librarian and per diem positions were filled and both have started.
- Amanda prepared a rough draft of the Blaisdell Memorial Library Disaster Plan for review.
- Amanda submitted a grant proposal for an ADA and sensory garden.
- Deb motioned to add the director's report. Allison seconded the motion. All voted in favor.

Friends of Library Report:

- Fall cleanup was successful. 9 volunteers completed the work in 1.5 hours.
- An apartment-sized refrigerator was purchased for the library to replace the mini-fridge that died.
- The Scottish Tea scheduled for December 3 is sold out! Friends/volunteers will decorate the Community Center kitchen. Decorations will be left up for the Legacy Leaders lunch that month.
- High Mowing Seed Sale fundraiser will start in December.
- The Friends group keeps growing – at 18 members!

Old Business:

- An independent contractor will be used for snow shoveling this winter. Payment for this service to be coordinated with the Town.
- A technology grant that Amanda applied for was awarded, and the following items have been purchased: six (new) desktop computers, printer, iPad, Android tablet, and a Nintendo Switch. Thank you to Dick B. for his assistance with all of this.

New Business:

- Monthly Tasks:
 - Present budget to Budget Committee – scheduled for Thursday, November 16 at 7:00pm.
 - Prepare thank you notes to key volunteers at December's meeting.
 - Schedule next year adult programming – BML already started working on this.
 - Prepare disbursement request letter for January 2024.
- School Vacation Week: less programming being planned as attendance hit-or-miss due to weather.
- Kate VP motioned and Allison seconded to accept any and all donations. All voted in favor.

Public Comments: none

Next meeting: Wednesday, December 6 at 4:30pm

Allison moved to adjourn, and the meeting ended at 6:09PM.

Respectfully submitted,

Debbie Ricker

Approved on December 6, 2023