

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

January 17, 2024

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

Others Present: Amanda Stevens, Interim Library Director

Members of Public: Annette Trial-O'Neil

The meeting was called to order at 5:32PM.

Budget Updating/Current Tasks

- Budget Information/Updating:
 - Budget Committee has had questions about the need for a full-time versus part-time director.
 - Budget Committee reduced operating budget request to \$48,000. If passed, this will represent an increase over the 2023 allocation, which was \$46,055.
 - Warrant Article on Parking Lot project may need a “placeholder” estimate.
 - Town Deliberative Session is scheduled for Saturday, February 3.
- Parking Lot Study:
 - Survey work was delayed and just completed in December. It revealed some issues (leach field limits, monument/flagpole location) that could potentially impact the design/cost of the project significantly. CMA Engineers is awaiting verification of the leach field limits, before a conceptual design and estimate can be prepared.
 - Documents on file with the town show the septic on the opposite side of the building (likely preliminary drawings). A request has been submitted to NHDES to obtain archived files, as nothing on electronic file was found, but it could take several weeks to receive. Without a preliminary design/estimate, a decision cannot be made on design work, or construction.

Secretary Report:

- December 6 meeting minutes were reviewed. Jen moved, and Allison seconded, to amend the minutes to remove the sentence under budget information about the town budget being due to the state by a certain date, as unsure if that is accurate. All voted in favor. Allison moved, and Kate VP seconded, to accept the minutes as amended. All voted in favor.

Treasurer's Report:

- No Treasurer's Report provided.
- Received and deposited first disbursement from the Town for 2024.
- To date expenditures for 2024: one supply order; Alarm System.
- Transfer Procedures to avoid debit card overdrafts: Amanda will track debit purchases against debit balance and request additional funds as needed.
- New process for documenting donations: track monthly to include date, amount, and name (if not requested to be anonymous) per donation.

- An online donation is held up in Stripe. It likely stems from the Stripe account being linked to a savings account, not a checking account. Allison will look into further, along with the possibility of setting up a separate checking account for donations only. Need to check if the bank would waive any account fees/minimum balances required.

Director's Report:

- Corrected banking/financials balances listed on report (Operating \$39,315.46; Debit \$497.90).
- OverDrive usage increased close to 20% between 2022 and 2023. The fee for this service is usage based; expecting an increase in our bill due to this.
- New process for library card renewal: patrons will be required to provide proof of residency in person to renew a library card (renew every 3 years).
- Coffee Hour attendance has been growing; regulars are attending weekly.
- Staff Development day is scheduled for Thursday, January 18. The library will be closed that day.
- There was an issue at the end of the month with the phone/fax (no incoming calls). Xfinity sent a tech to replace a piece of equipment and the issue was resolved.
- Staffing levels/coverage discussed briefly (need for a nonpublic session to discuss further).
- Allison motioned to add the director's report as amended. Kate VP seconded the motion. All voted in favor.

Friends of Library Report:

- No FoL meeting was held in January due to illness.
- Noted the Seed Sale fundraiser ends and orders are due to the library by Saturday, January 20.

Old Business:

- Disaster Plan prepared by Amanda to be reviewed/discussed after elections in March. Board members should read through the plan beforehand.

New Business:

- Monthly Tasks:
 - Public Hearing for Budget Committee
 - Amanda/Dan are working on the write-up for the Town Report due next Friday, January 26.
 - Amanda/Jen will work on the Director's Report/Stats due to the State for end of year.
- Public Hearing to accept grant money is Tuesday, January 23, at 4:30pm.
- Filing period for candidates is January 24 – February 2.
- Town Deliberative Session is Saturday, February 3 (February 10 snow date). Please mark calendars and try to attend.
- Deb motioned and Kate VP seconded to accept any and all donations. All voted in favor.

Public Comments: none

Allison moved to enter nonpublic session under RSA 91-A:3 II (a), Kate VP seconded.

Roll call to enter nonpublic session:

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

Others Present: Amanda Stevens

Nonpublic session began at 6:34PM and ended at 6:55PM.

Next meeting: Wednesday, February 21 at 5:00pm

Jen moved to adjourn, and the meeting ended at 7:01PM.

Respectfully submitted,

Debbie Ricker

Approved on February 15, 2024