

# MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

**March 21, 2024**

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

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

**Members of Public:** none

The meeting was called to order at 5:15PM.

## **Election of Officers:**

- Newly elected Trustee had been sworn in prior to the meeting.
- Election of Chair: Kate VP nominated Jen Phillips for the position of chair. Kate K-D seconded. All voted in favor.
- Election of Treasurer: Deb nominated Kate Ver Ploeg for the position of treasurer. Kate K-D seconded. All voted in favor.
- Election of Secretary: Kate VP nominated Debbie Ricker for the position of secretary. Kate K-D seconded. All voted in favor.

## **Public Hearing/Grant Update:**

- Public Hearing was held prior to this meeting. The Board accepted the Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant.
- Community Forum will be held during Coffee & Conversation hour on Wednesday, May 8, at 10am.

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

- Budget Information/Update:
  - Proposed budget failed. Default budget in effect, unless Select Board decides to hold a Special Election to vote on a new proposed budget. Any new budget would need to go through the budget review process again.
  - There is a provision in default budget law that locks in salary lines; Jen will verify restrictions.
  - Select Board held a budget workshop on Wednesday, March 20 with town department heads. Jen attended. Select Board then moved on to internal discussions.
  - Select Board scheduled another workshop for Wednesday, March 27 at 6:30pm (Conference Room #2) to continue budget discussions and meet with department heads unable to attend the first workshop.
- Parking Lot/Septic/Water:
  - Warrant Article #10 (2024) for the parking lot failed.

- Engineer's conceptual design and estimate for the parking lot (2023 warrant article) are on hold until the leach field is completed. Conceptual plans then get submitted to the State for review/approval.
- Leach field is on hold due to the existing flag pole and memorial, as both sit within the proposed leach field area (encompasses flag pole base extending toward Rt 152). A specific crane is needed to move the flag pole due to its height. RFP is out to bid. Anticipate cost of \$5,000 (\$2500 to move plus \$2500 to re-install). Potentially looking at the lawn area (to left of building when facing Rt 152) to relocate. Looking at an April/May completion date for the leach field, dependent on flag pole/memorial relocation. (Note: proposed leach field is constrained by wetland/road/well/building setbacks.)
- The drinking water at the library was tested by Seacoast Analytical Services. Results show water is safe to drink. In process of registering the library's well with NHDES to be compliant with the State. Bottled water had been used because the water was never tested/certified. Water samples will need to be tested quarterly (\$15/test), annually, as well as every 3 years.
- The town has proposed a new nonsmoking policy to ban all smoking on town property. Per RSA 202-A:6, regarding custody and management of library grounds/property, the library will need to update our existing policy accordingly. Suggestion to adopt the town's policy once it is passed.
- Policy Updating/Review: Amanda identified a few policies that should be updated/ reviewed. After budgeting, the Board will focus on reviewing and updating policies.

**Public Comment:** none

### **Secretary's Report:**

- February 21 meeting minutes were reviewed. Jen moved, and Kate VP seconded, to accept the minutes as submitted. All voted in favor.

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

- No report. Board is awaiting finality of the budget to provide the bookkeeper with funding line items. Jen proposed adjusting the prior year (using Dec 2023) funding line items for 2024 for now, to reflect overages and deduct those amounts from the materials line to reach the bottom-line budget amount (default).
- Discussion on providing patrons more information on Overdrive - how costs are calculated/affect our budget. Want patrons to be informed consumers.
- Received first online donation via Stripe into the "Online Donations" checking account established. The \$50 donation was reported in the amount of \$46.26, after fees taken (from Stripe).

### **Friends of Library Report**

- Volunteered many hours to organize closets and "shelf read" the children's room.
- Seed Sale wrapped up successfully.
- A third Little Free Library was installed at Demmons/W.Nottingham PO.
- Election of officers at next meeting (April).
- Donating several gift baskets again to raffle during Library Appreciation Week (April 9-13)
- Buying books for Food Pantry families again for summer reading.
- Spring Book Sale is May 3-5; accepting donations April 29-May 2.

- Participating in the Town Clean-Up Day on Saturday, April 13, to cleanup library grounds. Friends will provide water/snacks for library volunteers.

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

- With the default budget, staff will be having conversations about where to possibly cut back or eliminate.
- A week-long closure is planned for August 11-19.
- The library will close at 5pm on July 3, close for July 4, and reopen on July 5.
- BML will celebrate its 50<sup>th</sup> Anniversary during the week of April 8, in conjunction with Library Appreciation Week. The library will display artifacts from the Blaisdell Family on loan from Nottingham Historic Society.
- The library will be closed on June 19 for a staff retreat.
- Staff completed ALICE training, and harassment and discrimination training. Working on cyber training (available online) and proposed a CPR/AED training.
- Annual NH State Library report has been submitted.
- Deb moved, and Jen seconded, to add the Director's Report to the minutes. All voted in favor.

### **Old Business:**

- Jen sent the recommendation to continue the appointment of Karyn Quinn as an Alternate Trustee over to the Select Board for their approval.
- Jen moved, and Kate KD seconded, to recommend Allison Friend-Gray as an Alternate Trustee. All voted in favor. Jen will send the recommendation to the Select Board for their approval.
- Review/Update Monthly Tasks: send budget to bookkeeper.
- Kate VP moved to accept any and all donations. Kate KD seconded. All voted in favor.

### **New Business:**

- Deb moved to enter **nonpublic session** under RSA 91-A:3, II (a), and Jen seconded.

Roll Call to enter nonpublic session:

Jen Phillips:	Y
Kate Knight-Dupuis:	Y
Debbie Ricker:	Y
Lynn Soucie:	Y
Kate Ver Ploeg:	Y

Others Present: Karyn Quinn, Allison Friend-Gray

Nonpublic session began at 6:43PM and ended at 6:56PM.

- Trustees Workshop to discuss budget items is scheduled for Friday, March 29, at 10:30am.
- NHLTA Annual Conference is scheduled for Wednesday, June 5 in Concord. Registration deadline is Friday, May 17.

**Next Meeting:** Thursday, April 18 at 5:00PM

Jen moved to adjourn, and the meeting ended at 6:59PM.

Respectfully submitted,

Debbie Ricker

*Approved on April 18, 2024*