

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

April 18, 2024

Trustees Present: Jen Phillips, Debbie Ricker, Kate Knight-Dupuis, Lynn Soucie, Karyn Quinn (Alternate)

Others Present: Dan Bunker, Assistant Library Director

Members of Public: none

The meeting was called to order at 5:05PM.

Policy Updating/Current Tasks:

- Budget Information/Updating:
 - Phone bill was received at BML. Dan/Amanda to check with Town Administrator as to why, since never received a (separate) bill before. Should be billed with Town.
 - Task allocation: discussed/reviewed tasks the director/assistant director are handling, and task(s) the Trustees (chair) are doing with a part-time director.
- Parking Lot/Septic System/Water (NHDES update):
 - Septic/leach field is on hold. Town deemed it non-emergent as new pipe reduced pressure on tank fills. Roland's will be asked to increase monitoring/ pumping to accommodate for uptick in usage with summer reading. Town is considering doing this work over the planned August closure (8/12/24-8/19/24).
 - Parking Lot is also on hold and cannot move forward until the leach field is complete to provide CMA Engineers with as-builts as needed for a conceptual design and estimate. The conceptual plans then need to be submitted to the State for review/approval. A project estimate (timeline and cost) may not be available (in time) for preparing a 2025 warrant article.
 - The LTC grant/ADA sensory gardens will need to be located within the areas on either side of and behind the library building.
 - Drinking Water/NHDES update:
 - NHDES requires a sanitation survey (start-up) of well/well head. This has been scheduled for May 7 at 10am.
 - Fees to include start-up survey, quarterly testing (bacterial), annual testing (nitrites/nitrates), and tests every 3- or 5-years.
- NHLTA Conference is scheduled for June 5 in Concord. Most of the Trustees and the Assistant Director plan on attending. Registration deadline is Friday, May 17.
- Website Updating: review and update list of Trustees/Alternates and staff positions.
- Library Exterior/Grounds:
 - Libraries Transforming Communities (LTC) – ADA and Sensory Gardens:
 - BML posted a Google survey on the main page of the library website seeking community input for the design/features. This has been shared via social media as well.
 - A community forum is scheduled for the Coffee & Conversation Hour on May 8 at 10am.
 - Once a plan is made following public input, it will be brought to the Trustees for approval, per RSA 202-A:6, regarding custody and management of library grounds/property.

- Walkway: the concrete walkway to the library entrance is shifting (heaving). The polyjack work is under warranty. Jen P. will contact them regarding this.
- Plantings:
 - The removal of plantings in the area of the septic/leach field footprint for septic work was discussed.
 - The Friends suggested reaching out to the community for donated hosta plants, as they are resilient and would hold up to being covered by snowbanks from plowing. The Friends will discuss at their next meeting. Friends would ask for donated plants and the volunteers to plant them – along the front edge of the lawn adjacent to the parking lot / parallel to the book drop. Trustees and Staff were in favor of moving forward with this idea.
- Joint Loss Committee identified areas:
 - Deb will look at costs for replacing the wood emergency ramp and bringing it to code for ADA use (landings/slope). Deb will coordinate with Dan to get minutes from the Joint Loss Committee meetings pertaining to the library.
 - The left side of the building where the stone steps to the side exit may become part of the work done under the LTC grant for ADA accessible gardens.
- Meeting times for the months of May through August may need to shift to during the day to accommodate Trustees/staff schedules to obtain quorum. Fridays 12-2pm are slow for the library and work for most of the Trustees. May need to alternate with a Wednesday 12-2 for staff.

Public Comment: None

Secretary's Report:

- March 21 public hearing minutes were reviewed. Lynn moved, and Kate KD seconded, to accept the minutes as amended. All voted in favor.
- March 21 meeting minutes were reviewed. Jen moved, and Lynn seconded, to accept the minutes as submitted. All voted in favor.
- March 29 budget workshop minutes were reviewed. Lynn moved, and Kate KD seconded, to accept the minutes as submitted. All voted in favor.
- Nonpublic minutes from March 21 meeting and March 29 workshop were both tabled until May's meeting.

Treasurer's Report:

- Treasurer's Report was received today (4/18/24). Discussion on looking at cost/supply availability of white copy paper. Lynn moved, and Kate KD seconded, to add the Treasurer's report to the minutes.

Library Director's Report:

- Reassess and balance line item/budget with monthly goals.
- Investigating cost for having a digital newspaper available for patrons outside the library. May not be cost effective based on usage. Would ask Friends to consider funding if pursue.
- Maintenance/building needs:
 - Community Clean Up Day on April 13 was successful. BML is thankful to all the volunteers who came and helped clean up the gardens/lawns and clearing an area for a nature classroom and more defined trail system behind the library.

- Recent power outages have affected the alarm system, door counter, and automatic door. Alarm Systems Plus came and replaced the defective motion detector upstairs, replaced a battery, and did a reset. The door counter has been replaced with a new one. The old one is being used to monitor programming numbers downstairs.
- Programming has been packed between National Library Appreciation Week and the 25th/50th Anniversary of Blaisdell Library. April Vacation week is coming up with special programs offered that week.
- Staffing/Service:
 - May 18 is Abby's last day. Neolani C. is now permanent employee.
 - Planned closures will be added to the website.
 - June 19 – staff development day
 - Deb motioned, and Kate KD seconded, to authorize the director/assistant director to spend up to \$2,000, to come from donations, for staff development day programs and meals.
 - July 4-8 – Independence Day extended holiday weekend (default budget)
 - August 11-19 – building cleaning/maintenance
 - Unplanned closures due to budget constraints may happen on short notice (monitoring hours) and will be posted on social media and the library door.
- Discussion on whether the Annual Report was submitted to the State. Dan and Deb both thought it had been done. Deb to review minutes and follow-up with Dan/Jen. *(On 4/20 – confirmed annual report was submitted per the 3/21 meeting minutes/director's report.)*
- Nottingham PD will come to an upcoming staff meeting as a follow-up to the ALICE training.
- Grant-funded technology (Nintendo Switch) has recently been used by the younger patrons during one of the BYG sessions and during an unexpected school closure.
- Lynn moved, and Deb seconded, to add the Director's report to the minutes. All voted in favor.

Friends of Library (FOL) Report:

- FOL approved funding 50% (up to 75% if needed) of the museum pass costs for 2024.
- The FOL donated gift baskets were raffled during Library Appreciation Week were hit once again. Thank you to those who put them together!
- FOL presented staff with individual gift certificates in recognition for Library Appreciation Week.
- Spring Book Sale starts May 3-5; donations will be accepted from April 29-May 2.
- Participated in the Community Clean-Up Day on April 13.

Old Business:

- The Select Board approved the appointment of Karyn Quinn and Allison Friend-Gray as Alternate Trustees. Karyn and Allison have since been sworn in.

New Business:

- Review/Update Monthly Tasks:
 - Confirm mowing with the town – Dan to coordinate with Town Administrator that this is all set.
 - April Vacation Week programming – programs are scheduled throughout the week.
 - Replace furnace filters (3-4 units) – Dan/Amanda to determine whose task this will be.

- Kate KD moved, and Lynn seconded, to accept any and all donations. All voted in favor.

Community Calendar:

- Fishing Derby on Saturday, May 11 at 7-11:15am – BML (Dan) will have a table with coloring pages. Trustee (Deb) will be present.
- National Night Out on Tuesday, August 6 at 4-8pm – Nottingham may not be participating this year (default budget); Dan will confirm with Rec/PD.
- Special Coffee & Conversation at Marston Field in mid-July – may also include a story hour, disc golf event (invite Nottingham PD to participate), etc.

Next Meeting: Friday, May 17 at 12:00PM

Jen moved to adjourn, and the meeting ended at 6:48PM.

Respectfully submitted,

Debbie Ricker

Approved on May 17, 2024