

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

May 17, 2024

Trustees Present: Jen Phillips, Debbie Ricker, Kate Knight-Dupuis, Kate Ver Ploeg, Lynn Soucie

Others Present: Dan Bunker, Assistant Library Director

Members of Public: none

The meeting was called to order at 12:00PM.

Policy Updating/Current Tasks:

- Budget Information/Updating: Treasurer's report was received May 16. Budget in good shape at this time/end of April – per default budget review.
- Parking Lot/Septic System/Water:
 - Septic/Leach field: No update at this time from the Town on schedule to replace septic/leach field. Last update, they were looking to schedule this potentially during the August closure. Of note, the carpets are scheduled to be cleaned that Monday (8/12) and requires the water be on.
 - Parking Lot/Drinking Water/NHDES update:
 - Sanitation survey was done on May 7. A couple minor things were identified. Beaudette has been contacted to do this work (wellhead cover to be bolted and screened).
 - The well is located about 18 feet from the edge of parking lot pavement. This setback should be 50 feet, but due to the age of the well, NHDES gave a waiver. Any proposed change to that edge of pavement would need NHDES review/approval. The proposed parking lot renovation would move that edge of pavement another 4-5 feet closer. CMA Engineers will coordinate with NHDES on design options/waivers.
- The NHLTA Annual Conference is Wednesday, June 5. Most of the Trustees and the Assistant Library Director plan on attending.
- Library Exterior/Grounds:
 - Libraries Transforming Communities (LTC) – ADA and Sensory Gardens:
 - A community forum was held during the May 8 Coffee Hour. The consensus from the forum was that an ADA compliant path from the front to back of the building would be located too close to the property abutter(s) to comply with the required slopes, and would be too costly to pursue under this grant. An alternate option for ADA access to the gardens is to enter the building through the main entrance's ADA door and use the lift to get to the lower level, then exit through the lower-level back door to reach the gardens. This option would also address one of the three exits flagged by the Joint Loss Committee. Funds from the LTC grant could be used to remediate the door's threshold to bring it into ADA compliance as it would become the ADA access to these gardens.
 - Next steps for the grant are to develop a garden and landscape plan/design. BML has reached out to a local garden designer (not hardscape portion yet). There is a benchmark in September when an update report is due.
 - Once a plan is made, it will be brought to the Trustees for approval, per RSA 202-A:6, regarding custody and management of library grounds/property.

- Front Walkway: Erickson Foundation is scheduled for June 5 to look at the walkway and potentially address the shifting under the poly-jacking warranty.
- Joint Loss Committee identified areas/CIP: Dan provided access to the shared google document for the work identified by the Joint Loss Committee. Trustees will be working to get estimates for these issues. The board may want to inquire if the Trustees could have a representative on the CIP Committee.
- Policy Review:
 - Existing Policies: divided the current policies among the Trustees for an initial review. To bring notes/revisions to the July meeting for further board review.
 - Address author talks/selling books, and fees for non-resident/for-profit group use, under Meeting Room Policy.
 - Address button making fee(s) under Income Generating Equipment and reference policy on permissible content/materials (copyright laws, appropriateness for library/public use).
 - New Policies in development with BML staff – for subsequent review by the Board:
 - Library of Things Policy – similar to telescope loan policy
 - In-library Gaming Policy – draft in development
 - Others TBD as needed

Public Comment: None

Secretary's Report:

- April 18 meeting minutes were reviewed. Lynn moved, and Kate KD seconded, to accept the minutes as submitted. All voted in favor.
- March 21 nonpublic meeting minutes were reviewed. Kate VP moved, and Kate KD seconded, to accept the minutes as submitted. All voted in favor.
- March 29 nonpublic budget workshop minutes were reviewed. Kate VP moved, Kate KD seconded, to accept the minutes as submitted. All voted in favor.
- May 24, 2023 nonpublic minutes – do not have a recorded vote on file for acceptance of these minutes. Out of an abundance of caution, the board reviewed again and re-approved these minutes. Jen moved, and Kate KD seconded, to accept the minutes as submitted. Four voted in favor and one abstention (Trustee was absent at that meeting).

Treasurer's Report:

- Treasurer's Report was received on Thursday 5/16.
- There was discussion on the miscellaneous line being over; this is due to planned Staff Development Day (June 19), as one was not held last year and was not in the default operating budget. Noted that this is being paid for with donation money (per the April 18 meeting). Add a line for spending under Donations moving forward, similar to expenditures under the Grants line.
- Discussion on fees for water system and payment to Seacoast Analytics under miscellaneous budget line. Moving forward, any fees related to water testing and other (e.g. lift inspection certificate frame) to be put under the Maintenance line as it pertains to building maintenance.
- Discussion on increasing Professional Dues and Continuing Ed line(s).
 - NH Library Trustee Association – annual conference is held in May/June and the NHLTA membership renewals are due by July 1. Review of the number of memberships held moved to the June meeting.

- NH Libraries Association – cannot be considered for any of their awards unless already a member. Dues are annual per the calendar year. Discuss the addition of this membership at the end of this calendar year (November/December meeting).
- Kate KD moved, Lynn seconded, to add the Treasurer’s report to the minutes.

Library Director’s Report:

- End of school-year programming wraps up the week of June 4-7.
- Summer Reading Program (SRP) will start on Thursday, June 27 with a family-friendly kick-off event. The theme for 2024 is “Adventure Begins at Your Library.”
- Staff is evaluating the use/cost of the Ancestry Library (library’s version of “ancestry.com”).
- Staff has been tracking items (books, puzzles, games, etc) going into the collection from donations, such as the FOL book sales, and assigning a value (when possible) based on the Amazon list price for that item’s ISBN.
- Library of Things – looking to use the typical loan system when items are similar in value to the cost of a new book. For higher value items, will adapt (or expand) the borrowing policy for the telescope borrower policy and agreement.
- Poison Ivy Removal is the topic of the upcoming Coffee + Conversation Hour on May 22. The speaker will look at the library property following the discussion and provide an estimate/suggestion for remediation.
- BML was the recipient of a recent fundraiser held by a local child care facility in thanks to Miss Julie for the story hours provided by BML as part of community outreach. These funds will be used to help supplement/outfit the mud kitchen proposed under the LTC grant.
- Outreach programs continue to be well received and attendance has increased for Coffee Hours, Humanities programs, and other special programming offered.
- The open position for a page (high school student) has been posted. BML will meet with the candidate(s). The Trustees will hold a special meeting to interview the recommended candidate and to then discuss hiring.
- A request was received to use the meeting room for a student-led CPR/First Aid class geared for teens. Discussed holding programs with a fee associated with them in the library. “All meetings must be free and open to the public,” so the Board recommends the resident/patron coordinate with the Town/Rec for use of the community center as a more appropriate location for this program.
- Briefly discussed CPR/First Aid training and certification for BML staff. Will look into further at a later meeting.
- LTC grant update: held community forum on May 8. Next steps are design layout and a benchmark report due in September.
- Staffing/Service:
 - May 18 is Abby’s last day. Interviewing candidate(s) to fill this page position.
 - The following planned closures were added under 2024 Holiday Schedule and Closings.
 - Closed June 19 – Staff Development Day
 - Closing at 5pm on July 3 – Independence Day Break (default budget)
 - Closed July 4-6 – Independence Day Break (default budget)
 - Closed August 13-17 (reopening August 20) – Annual Building 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.

- Kate VP moved, and Kate KD seconded, to add the Director's report to the minutes. All voted in favor.

Friends of Library (FOL) Report:

- Friends approved and funded 75% of the 2024 museum passes cost.
- Our Spring 2024 book sale on May 3-5 was huge success. Thank you to the community for all donations and purchases.
- The Fall 2024 Book Sale is scheduled for Oct 4- 6, with a donation period Sept 30-Oct 3.
- The Spring 2025 Book Sale is scheduled for May 16-18; with a donation period May 12-15.
- Friends will provide container flowers for the main entrance exterior, as usual.

Old Business:

- None

New Business:

- The Library has been named as one of the beneficiaries of a patron who recently passed away. The Library and the Trustees are in the process of collecting the necessary documentation to provide to the insurance company. More information will be forthcoming as the process progresses. The Trustees will hold a public hearing, date/time to be determined later in the process, to accept the unanticipated funds once we have that information.
- Review/Update Monthly Tasks – done.
- Kate KD moved, and Deb seconded, to accept any and all donations. All voted in favor.

Community Calendar:

- Fishing Derby was held on Saturday, May 11. Library was there with a Trustee and a two Friends, and had tables for coloring, as well as fun fish-themed giveaways (donated by FOL).
- Nottingham is not participating in National Night Out this year due to lack of funding (default budget).
- A special Coffee & Conversation is planned at Marston Field mid-July, along with the Rec.
- The library will host two Legacy Leaders luncheons, on July 17 and August 21, with the Rec. The luncheons will consist of brunch, following the Coffee Hours held on those dates.

Next Meeting: Tuesday, June 25 at 3:00PM (potential back up date: June 20 at 5:30PM)

Jen moved to adjourn, and the meeting ended at 1:54PM.

Respectfully submitted,

Debbie Ricker

Approved on June 25, 2024