

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

June 25, 2024

Trustees Present: Jen Phillips, Debbie Ricker, Kate Knight-Dupuis, Kate Ver Ploeg, Karyn Quinn

Others Present: Amanda Stevens, Interim Library Director

Members of Public: Julie Friend-Gray, Christine Dabrieo

The meeting was called to order at 3:01PM.

Policy Updating/Current Tasks:

- Budget Information/Updating: budget is on track as of the end of May. Salary line at 57% remaining.
- Parking Lot/Septic: Roland's has been monitoring the septic. Noted existing system appears to be flowing normally and may last another 3-5 years in their professional opinion. Town deems replacement of existing leach field as non-emergent and does not plan to proceed with the parking lot before the septic is replaced. Discussion on how this impacts the project timeline and whether or not a "draft" conceptual design could be submitted to the State for review.
- Water: recent water test failed. Second sample taken. Water testing will be scheduled at the beginning of each month moving forward. Water bubbler is back in use for now, pending sample results.
- NHLTA conference: four Trustees and the Assistant Library Director attended the conference. Should keep cybersecurity and freedom of speech topics in mind during policy review.
- Library Exterior/Grounds:
 - Poison ivy removal was done and funded by the Friends of Library (FOL).
 - Erickson Foundation Solutions fixed the uneven slab on the walkway under warranty in June.
 - Reviewed items flagged by the Joint Loss Committee and began obtaining quotes.
 - Discussed looking at alternate options for the meeting room door.
 - Two hardscape landscaping companies have provided quotes for the back area for work under the ADA/Sensory Gardens grant to include making the back door ADA compliant. One company also provided a quote for making the path from the side door to the front of the building ADA compliant. A third company is scheduled to come out on July 1 to provide a second quote for an ADA side path.
 - \$2500 of the ADA/Sensory Gardens grant money is set aside for improving the back area. The remaining balance for that back area work will be funded from the Donations line item.
 - Jen made a motion to move forward with Tenney & Son Landscaping for the back area work, pending availability, and if unavailable then to move forward with All Seasons Landscaping, to be funded from donations. Kate K-D seconded the motion. All voted in favor.
 - First deadline for the grant is an interim report due in September.
 - Jen asked the Town's Facilities Manager to obtain a quote for the ramp replacement.
- Policy Review: Trustees will send Jen their availability for the next 8 weeks to schedule a policy review meeting, to include review of the Draft Competitive Bid Waiver Policy distributed.

- Discussed a request received to amend the library's technical services position to include work on the Community Newsletter from the newsletter volunteers. It was noted that no issues are planned over the summer, so the board has several months to make a decision.

Public Comment:

- Julie Friend-Gray has done a lot of weeding and mulching of the library gardens. She asked for permission to do pruning that is needed. The Board gave the go-ahead for her and the FOL Gardening subgroup to prune/remove as needed.

Secretary's Report:

- May 17 meeting minutes were reviewed. Kate VP moved, and Kate KD seconded, to accept the minutes as submitted. All voted in favor.
- May 31 public minutes and non-public minutes were reviewed. Kate VP moved, and Kate KD seconded, to accept both public and non-public minutes as submitted. All voted in favor.

Treasurer's Report:

- The treasurer's report was received on Monday 6/24.
- The overall budget is on track. A large book order (materials line) has been placed. Programming line will be shown as overspent, but will not overspend the bottom-line budget.
- Kate KD moved, Kate VP seconded, to add the Treasurer's report to the minutes. All voted in favor.

Directors Report

- Discussed expenses that would be associated with having a staff member become a notary public to be able to offer these services during open hours at BML. BML to find out if the Town carries separate insurance for this, or if it is already covered by Primex.
- The potential for a "brick fundraiser" for pavers/walkway was discussed.
- Summer Reading Program (SRP) kicks-off this week with a NH F&G Black Bear Special on Wednesday 6/27, Wildlife Encounters presentation with the Rec at the Community Center on Thursday 6/28, and a presentation on Henry Dearborn on Wednesday 7/3 with the Historic Society.
- The CBNA Senior project started this week.
- Kate KD moved, and Kate VP seconded, to add the Director's report to the minutes. All voted in favor.

Friends of the Library (FOL) Report:

- FOL paid for the poison ivy removal.
- FOL provided \$1000 for outfitting the adventure backpacks.
- A new FOL Gardening subgroup has formed.
- Considering hosting a metal detecting fundraiser in the fall, potentially partnering with the Historic Society to help choose an appropriate location in Nottingham.
- Vanguard Charitable contacted the FOL about a potential donation.

Old Business:

- None

New Business:

- Review/Update Monthly Tasks:
 - Disbursement request to the Select Board – request sent to receive in January and July.
 - Summer Reading Program – starts this week.
 - CD will mature in July.
- Kate KD moved, and Deb seconded, to accept any and all donations. All voted in favor.

Community Calendar:

- Upcoming closure posted online and in the BML newsletter.
 - Closing at 3pm on Wednesday, July 3.
 - Closed Thursday, July 4 through Monday, July 8.

Next meeting(s):

July meeting – TBD

Policy Review meeting – TBD

Jen moved to adjourn, and the meeting ended at 4:33PM.

Respectfully submitted,

Debbie Ricker

Approved on July 17, 2024