

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

July 17, 2024

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

Others Present: Amanda Stevens, Interim Library Director
Dan Bunker, Assistant Library Director

Members of Public: none

The meeting was called to order at 2:05PM

Policy Updating/Current Tasks:

- Budget Information: salary line is at 58% remaining as of the end of June, due in part to library closures, extended illnesses, and staff vacations. Trustees discussed whether (some) benefits could be added for part-time (20hr+) employees. Existing policies and procedures, along with the personnel manual, will be reviewed.
- Parking Lot/Septic System/Water update:
 - Discussed the old wellhead and its impact on the parking lot design.
 - Discussed general parking lot design options: which require State approval, how many parking spaces would be gained, and whether safety/line of sight would be improved.
 - Discussed a correction to statement in June's meeting: the septic/leach field work is still slated to be completed by the Town during the August closure per the Town Administrator. Materials still need to be ordered.
 - Discussed status of recent water test results and next steps per NHDES. Per NHDES, the old wellhead needs to be cut and capped. Epping Well & Pump (existing contractor) was contacted and has provided a quote to do this work.
 - Kate VP made the motion to move forward with Epping Well & Pump cutting and sealing the old wellhead as soon as possible, per the quote provided. Lynn seconded the motion. All voted in favor.
- Library Exterior/Grounds:
 - Discussed patio size options to include a larger space and that this does not have to be all pavers.
 - ADA/Sensory Gardens grant progress update:
 - Purchasing of items will start soon; money to be moved into Debit for this purpose.
 - The CBNA senior has started work on the nature's classroom.
 - Amanda met with Stage Road Gardens regarding the sensory garden design. Stage Road Gardens will provide a design layout, but may not be available to do the planting. BML will reach out to the Friends for assistance with planting, if needed. Stage Road Gardens suggested a nursery in Deerfield where the library may be able to purchase plantings at wholesale; Amanda will look into this. The design will incorporate a meandering pathway in middle of garden to provide accessibility, as well as to be used as a teaching garden for kids
 - BML staff will do the planting/flower design for the raised planters.

- A mud kitchen has been selected, and a few style options are been considered for the ADA picnic table.
- Tenney & Son Landscaping will coordinate with the Town Building Inspector for design specifications for the hardscaping. Jen will email Tenney & Son to coordinate with Dan/Amanda for the patio layout revisions discussed and next steps/material options.
- Policies:
 - Trustees will meet in August (date/time TBD) for a policy review workshop.
 - Asked the Town Administrator to provide the language recently adopted by the Select Board for updated/new Town policies, such as: Smoking on Town Grounds, Employee Safety Notification, and Personnel Policy (note: the library's personnel policy will differ, as there are NH statutes that must be followed), for use in review of the existing library policies.
 - High Value Item Check-out Policy: discussed the need for this policy with the addition of the Library of Things and Adventure Backpacks. BML will make the suggested changes to the draft policy to review at the next Trustees meeting or policy workshop, whichever is scheduled first.
 - Investment Policy: reviewed similar policies from other NH libraries and discussed changes/modifications. Kate VP will prepare a draft policy to review at the policy workshop meeting in August.

Library Director's Report:

- Discussed a new location for the monument and (a smaller) flagpole that would not impact the new leach field or future parking lot design. The monument and smaller flag pole will be moved to an area on the other side of the walkway (to the right of the walkway when facing the front of the building). This will be done in August in conjunction with the septic/leach field work.
- Deb moved, and Kate VP seconded, to add the Director's report to the minutes. All voted in favor.

Public Comment: None

Secretary's Report:

- June 25 meeting minutes were reviewed. Kate VP moved, and Jen seconded, to accept the minutes as submitted. All voted in favor.

Treasurer's Report: not available at time of meeting.

Next Meeting(s):

- Public Hearing: Wednesday, July 31, at 7:00 PM
- Policy Workshop: TBD (*to be scheduled between 8/6-8/8*)
- Next Trustees meeting: TBD (*to be scheduled between 8/20-8/22*)

Jen moved to adjourn, and the meeting ended at 4:20pm

Respectfully submitted,
Debbie Ricker

Approved on August 29, 2024