

# MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

October 17, 2024

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

**Others Present:** Dan Bunker, Assistant Library Director

**Members of Public:** none

The meeting was called to order at 5:00PM.

## Budget Information:

- The proposed budget for 2025 was reviewed. Went into nonpublic session to discuss the salary line.
  - Lynn Soucie moved to enter into nonpublic session under RSA 91-A:3, II (a), Kate Ver Ploeg seconded. Roll call to enter nonpublic: Jen Phillips, yes; Lynn Soucie, yes; Debbie Ricker, yes; Kate Ver Ploeg, yes; and Kate Knight-Dupuis, yes. Motion to enter nonpublic passed. Others present: Dan Bunker, Allison Friend-Gray, Karyn Quinn.
  - Nonpublic session began at 5:15PM and ended at 5:45PM. No votes were taken while in nonpublic.
  - Lynn Soucie made a motion to submit \$50,300 for Operating Budget line and \$168,500 for Salary line to the Town. Debbie Ricker seconded the motion. Roll call vote: Jen Phillips, yes; Lynn Soucie, yes; Debbie Ricker, yes; Kate Ver Ploeg, yes; and Kate Knight-Dupuis, yes. The motion passed unanimously.
- CIP was submitted. Following the submission, a Budget Committee/CIP representative (Donna Danis) requested to meet with Jen to go over the work needed for an ADA path leading from behind the building to the front of the building/parking area.
- Library Operating Budget is due to the Town Administrator by October 18, received a one-day grace period to review and vote on budget during our scheduled meeting tonight.
  - **Select Board presentation date:** BML is scheduled for Monday, October 28.
  - **Budget Committee presentation dates:** Tuesday, November 12 & Thursday, November 14. (Board has requested November 12 to fit Amanda's work schedule, and will ask for consideration to go first as she is paid for her time to be there.)

## Library Exterior/Grounds:

- ADA emergency ramp replacement is on hold until spring due to miscommunication of the project's scope of work/ADA standards. A Request for Proposal for this project will be put out to bid (re-bid) in Spring 2025. However, the railings are currently being replaced, as they were broken. These will be able to be used in the new construction.
- Garden Grant Update – two panels of fencing were installed and look great. A pathway through the center of the pollinator garden was made by re-purposing the large flagstones removed from the back entrance.

- Monument Replacement – on-going. Company is scheduled to do the work. However, the Town is reviewing a resident's request to relocate the monument off library grounds.
- Phil's Tree Services is scheduled for Saturday, October 26. This would require a library closure to complete the work.

### **Library Interior:**

- Flooring/Carpeting – flooring project was completed, after some hiccups with scheduling. Waiting on final invoice from Empire Today.
- Furniture: the two large scissor tables were delivered.
  - Request for three additional mobile (8-section) book organizers for the children's room and additional round tables for the meeting room/children's room to better facilitate programs.
  - Lynn Soucie made a motion to authorize Dan/Amanda to purchase the furniture as requested, up to \$2500, to be funded from Gift/Donations. Kate Knight-Dupuis seconded the motion. Roll call vote: Jen Phillips, yes; Lynn Soucie, yes; Debbie Ricker, yes; Kate Ver Ploeg, yes; and Kate Knight-Dupuis, yes. The motion passed unanimously.

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

- Waiting on quote from Beaudette's for a complete update to the water filtering system.
- Door count and circulation statistics was affected by the flooring installation (multiple closures, limited materials) and a malfunction with the door counter (which has been fixed).
- Programming is booming. Patrons are hanging out in the back area enjoying the sensory garden and nature classroom. New monthly homeschool program was well attended, including non-residents.
- The library is hosting a Seasonal Open House celebration on October 31<sup>st</sup> from 10am-8pm, in part to celebrate Halloween and to honor Mr. Walter Smith. Horror fiction will be highlighted in creative ways throughout the collection in honor of Mr. Smith. Trustees and Friends of the Library are encouraged to attend. This all-day event will include a spooky walk, donated food (candy, cider, and donuts), crafts, trick-or-treating from 5-7, and trivia that evening.
- Kate Knight-Dupuis made a motion to add the Director's Report to the minutes. Jen Phillips seconded the motion. The motion passed unanimously.

### **Policy Updating/Review:**

- Kate V-P provided a DRAFT revised Circulation Policy. This will be reviewed by Amanda/Dan to address current practices. Looking for their feedback to be provided for the next Trustees meeting.

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

- September 5 meeting minutes were reviewed. Lynn Soucie made the motion to approve the minutes as submitted. Kate Knight-Dupuis seconded. All voted in favor.
- September 24 meeting minutes were reviewed. Lynn Soucie made the motion to approve the minutes as submitted. Jen Phillips seconded. All voted in favor.

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

- Report was sent today (October 17).
- Gift/Donation is listed separately from other Donations, to help track expenditures. Will reduce the categories under Other Expenses to streamline report.

- Lynn Soucie made a motion to add the treasurer's report to the minutes. Kate Ver Ploeg seconded the motion. Roll call: Roll call: Jen Phillips, yes; Lynn Soucie, yes; Debbie Ricker, yes; Kate Ver Ploeg, yes; and Kate Knight-Dupuis, yes. The motion passed unanimously.

**Public Comment: none**

### **Friends of Library (FOL) Report:**

- The 2024 Fall Book Sale was a success. 2025 Spring and Fall book sale dates have already been set.
- The Scottish Tea is scheduled for Sunday, December 8. Looking for an alternate heated space to hold the event, as the Community Center's kitchen is full of storage from REC.
- Seed Sale fundraiser will be held Jan-Feb 2025.
- FOL approved helping with funding for the Halloween celebration, and other program needs for the last quarter. Could help more with museum passes, if needed.
- Completing the application process to become a recipient of NH Charitable Gaming funds.
- Karyn met with representatives from multiple Friends of the Library groups within Rockingham County to collaborate/brainstorm on fundraising efforts.
- Cadence F-G selected the Free Little Art Gallery (FLAG) for the library as her Girl Scout Gold Award, and will work with Amanda on specifics for style and location.

### **New Business:**

- Reviewed monthly tasks: budget preparation.
- Lynn Soucie made a motion to approved any and all donations. Debbie Ricker seconded. All voted in favor.
- Lynn will send out a scheduling poll for December's meeting concentrating on the first two weeks in December for availability, to avoid the long holiday break. Date TBD.

### **Community Calendar:**

- Dan/Julie W. will have a table at the Rec's Halloween Fest this Saturday, October 19, 3-6:30PM.
- Seasonal Open House is scheduled for Thursday, October 31, 10AM – 8PM.

**Next meeting: Wednesday, November 6 at 1:00PM**

Kate Knight-Dupuis moved to adjourn, and the meeting ended at 7:00PM.

Respectfully submitted,

Debbie Ricker

*Approved on November 6, 2024*