

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

November 6, 2024

Trustees Present: Jen Phillips, Debbie Ricker, Lynn Soucie, Karyn Quinn (Alternate)

Others Present: Amanda Stevens, Interim Library Director

Members of Public: none

The meeting was called to order at 1:00PM.

Budget Information:

- Salary Line: the Trustees went directly into nonpublic session to discuss 2024 and proposed 2025 budget salary lines.
 - Lynn Soucie moved to enter nonpublic session under RSA 91-A:3, II(a). Jen Phillips seconded. Roll call to enter nonpublic session: Jen Phillips, yes; Lynn Soucie, yes; and Debbie Ricker, yes. Motion to enter nonpublic passed. Others present: Amanda Stevens, Interim Library Director; and Karyn Quinn, Alternate Trustee.
 - Nonpublic session began at 1:00PM and ended at 1:15PM. No votes were taken while in nonpublic.
- CIP: Jen did a walk-around with Donna Danis (Budget Committee/CIP representative) regarding an ADA path to get from behind the building to the front/parking area. Jen met with Building Inspector Dale Sylvia. He noted both sides of the building have their design challenges, but it is advisable to continue to move to do this as it is a lifesaving/safety issue.
- Budget Committee presentation is on **Tuesday, November 12 at 7:00PM**. The library is second on the list to present.

Library Exterior/Grounds:

- The monument and memorial bench have been relocated and installed. The move and installation by Keene Monument Company went smoothly. The library has received a number of highly positive comments on its new placement/position.
- Trees were cut and chipped on Saturday, October 26. One tree identified to be cut was not (this is located near the new play area), as it is likely too close to the property line. Next step is to request it be removed by the abutter.
 - The library received a right-to-know request for the certificate of insurance for Phil's Tree Service. Jen has responded to the request; Amanda has asked for the certificate along with the final invoice from Phil's.

Library Interior:

- Furniture requests:
 - The request approved on October 17 for three additional mobile (8-section) book organizers and small round tables was authorized up to \$2500. However, shipping costs put the total for the

furniture at \$2964. Amanda has requested authorization to spend the additional \$500 to order the units.

- Debbie made a motion to increase this authorization to not to exceed \$3000, for the additional furniture, to be funded from Gift/Donations. Lynn seconded the motion. All voted in favor.
- Amanda has requested a mobile shelving cart (\$350) and an Elfa shelving system (\$1200 w/o discount) similar to the one installed in the library office.
 - Debbie made a motion to authorize Amanda to purchase shelving as requested, up to \$1600, to be funded from Gift/Donations. Lynn seconded the motion. All voted in favor.
- Trustees will review Gift/Donations balance for end of year at December's meeting.
- The Friends of the Library requested to hold the annual Festive Scottish Tea inside the library on Sunday, December 8, as the Community Center's Kitchen is currently cluttered with rec storage.
 - Trustees and Staff discussed concerns with size of the event (occupancy and septic impact), and most importantly, that this would require a staff member in charge to be present to have the library open for the event and setup/cleanup. It was determined it would not be feasible at this time.

Secretary's Report:

- The October 17 meeting minutes were reviewed. Lynn moved to approve minutes as submitted. Jen seconded. All voted in favor.
- The October 17 nonpublic meeting minutes were reviewed. Lynn moved to approve the minutes as submitted. Jen seconded. All voted in favor.

Treasurer's Report:

- No treasurer's report to review.
- Jen and Kate VP will work to continue accounting update for end of year in December.

Public Comment: none

Friends of Library (FOL) Report:

- Continue to meet with Rockingham County FOLs. November meeting is at Newmarket Library.
- High-Mowing Seed Sale fundraiser coming up.
- Looking into NH Gaming requirements. Charitable Trust notified us that we had suspended our status; this was due to filing reports every 5 years instead of annually. Will change to filing annually to be eligible to receive funds.
- Looking to create a subcommittee in partnership with Friends of Parks & Rec to work toward grant funding for a bridge to connect library property and Foss Field.
- Fall Clean Up Day is Saturday, November 9 at 9:00AM.

Director's Report:

- Amanda and Cadence F-G met to discuss her proposed Free Little Art Gallery (FLAG) project for the library. Looking at placement outdoors – potentially mounted to the building to left of the front door. Discussed concerns with mounting directly to the building. Trustees to have approval of final design/placement.

- Suggestion from staff to consider adding shutters to the front windows on the building.
- The homeschool group has been well attended.
- Lynn made a motion to add the Director's Report to the minutes. Jen seconded the motion. All voted in favor.

Policy Updating/Review:

- Review of the Circulation Policy was moved to December's meeting due to time constraints.

Old Business:

- Still waiting on Beaudette's for a quote on the proposed water filtering system.

New Business:

- Reviewed monthly tasks:
 - Finalize 2025 Budget: met with Select Board on October 28; present to Budget Committee on November 12.
 - End of year gifts for Janet and Dick.
 - End of year report: Amanda will touch base with Dan; same information as used in State Report.
 - December: holiday parade; programming for next year.
 - Change furnace filters.
- Some information that the Town Facility Manager provided to the Select Board at their last meeting regarding the library parking lot/CIP projects needs clarification. The library parking lot should be taken into consideration if/when looking at any redesign of the old fire station/SAU parking area(s), as it is located directly across the street and its runoff directly impacts the library's property/parking.
- Lynn made a motion to accept any and all donations. Jen seconded. All voted in favor.
- Lynn will send out the scheduling poll for a January meeting, avoiding the holiday/first week.

Community Calendar:

- Staff will participate in the Town Holiday Parade on Saturday, December 7.
- Coffee Hour "Ask a Trustee Anything" on Wednesday, January 8 – Jen and Deb to attend; others welcome.

Next meeting: Thursday, December 12 at 5:00PM

Jen moved to adjourn at 2:15pm, and the meeting ended.

Respectfully submitted,

Debbie Ricker

Approved on December 12, 2024