

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

December 12, 2024

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

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

Members of Public: none

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

Budget Updating/Current Tasks:

- Budget Committee is presenting a DRAFT Town Budget tonight, December 12, at 7:00PM.
- Discussed update from CIP the last CIP meeting Jen Phillips attended:
 - The Nottingham Fire Department (NFD) Chief and Town Building Inspector looked at the emergency egress on the right side of the building. It was determined that an evacuation point would be sufficient under the ADA International Building Code (IBC). NFD and the Building Inspector said this would be sufficient as long as there is a written evacuation plan for the lower level on file with the NFD, and that the following conditions are met and maintained:
 - an evacuation point is designated for the lower level (this could be the patio) that must remain clear of snow/ice, including a shoveled path from the rear door,
 - adequate signage is installed,
 - a written evacuation plan is on file with the NFD, and
 - a written agreement between the Library Trustees and Nottingham Fire Department is on file that NFD will evacuate persons from the designated evacuation point to the front of the building in the event of an emergency.
 - Jen called NH DES and spoke with the Wetlands Inspector of the Day regarding the left side of the building. Next step is to have a certified wetlands scientist come look at the area to determine what constructing a pathway on that side would require/involve.
- Town Budget Meeting is scheduled for Tuesday, January 14, at 7:00PM. This meeting is open to public comment. Trustees are encouraged to attend.
- Library Exterior/Grounds:
 - Discussed the ADA ramp replacement. A Request for Proposal (RFP) will be prepared for the replacement of the ADA emergency ramp (note: must include slip resistant decking) after the start of the year. The goal is to have the RFP out by February 2025, to receive bids in March and review/award in April 2025.
- Library Interior:
 - Furniture: the new tables are in place upstairs, the old tables were given to Nottingham Parks & Rec, all the new mobile bookshelves are in place, and the round tables have been delivered.

- Staff continue to declutter/organize the front of the building. Amanda/Dan would like to purchase a display area for the front area. More information on a specific item(s) will be provided for consideration.
- It was suggested that staff may want to label any items purchased with the Gift/Donation money, to distinguish them from those purchased under the operating budget.
- Jen Phillips was able to purchase the Elfa system on Black Friday for 40% off, so the total cost was under \$400 instead of \$1200. Jen will be reimbursed for this purchase.

Policy Discussion:

- Circulation Policy Discussion:
 - Dan and Staff reviewed the existing policy and made a series of proposed changes based on current practices. Dan will schedule a time to meet with Kate VP to review draft policy, prior to presenting to the trustees.
- It was decided that it would be efficient to schedule separate meetings with a staff member and a representative from the Trustees to review policy revisions, as needed. This may be based on how the policies were divided among the Trustees for review and/or by whomever has availability at that time.
- Investment Policy Discussion:
 - Discussed current balance of the Walter G. Smith Gift/Donation (\$109,432.55). Trustees discussed advantages of keeping a percentage of the remaining balance liquid, in anticipation of spending needs for 2025; moving a percentage to a higher yield short-term CD (e.g. 3- or 6-month) rather than the low interest savings; and potentially moving the rest to a jumbo CD, until there is a better handle on a long-term investment option(s), such as with New Hampshire Public Deposit Investment Pool (NH PDIP).

Director's Report:

- Amanda met with a friend of Karyn Quinn's who will provide ideas and pricing for shelving units for the lower level. The timeframe for manufacturing would be April/May 2025.
- Discussion on the newsletter that Parks & Rec has proposed wanting to partner with the library. The Trustees still have some concerns on funding. Discussed asking for assistance from both the Friends of the Library and the Friends of Nottingham Parks & Rec groups. No consensus at this time; further discussion will follow after the outreach to the two Friends groups.
- Lynn made a motion to add the Director's Report to the minutes. Kate VP seconded the motion. All voted in favor.

Secretary's Report:

- The November 6 meeting minutes were reviewed. Lynn moved to approve minutes as submitted. Jen seconded the motion. All voted in favor.
- The November 13 meeting minutes were reviewed. Lynn moved to approve the minutes as submitted. Jen seconded the motion. All voted in favor.

Treasurer's Report:

- Reviewed the provisional treasurer's report prepared by Jen and Kate VP for end of year.
- A local resident is willing to act as a substitute treasurer/bookkeeper at no cost, while Janet is unavailable. Need to get the materials to pass along to her.
- Received the requested \$8,000 disbursement from the library's salary line to move to the library's operating budget to cover the unanticipated expenses in 2024. There is currently under \$5,000 remaining in the operating budget for 2024.
- Lynn made a motion to add the provisional treasurer's report to the minutes. Kate VP seconded the motion. All voted in favor.

Public Comment: None

Friends of the Library (FOL) Report (received via email):

- The Annual Festive Scottish Tea was held earlier this month, with approximately 45 in attendees.
- The High Mowing Seed Sale fundraiser will run in January to hopefully get orders filled earlier.
- The FOL added a Communication Director to meet the requirement of having five officers, to be eligible to receive NH Charitable Gaming funds.
- Approved funds for multiple items requested by BML for upcoming programming (e.g. food, crafts).

Old Business:

- Jen will draft the letter on behalf of the Trustees to the property abutter, to be sent certified mail, regarding the request for the removal of the dead tree that is close to the property line and near the new play area.

New Business:

- Kate VP made a motion to accept any and all donations. Lynn seconded the motion. All voted in favor.
- Lynn will send the scheduling poll for February's meeting, avoiding the last week of the month due to NH school winter vacation week.

Next meeting: Tuesday, January 14, 2025 at 1:00PM

Debbie moved to adjourn at 6:36PM, and the meeting ended.

Respectfully submitted,

Debbie Ricker

Approved on January 14, 2025