

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

February 19, 2025

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

Others Present: Dan Bunker, Assistant Library Director

Members of Public: Christine Dabrieo

The meeting was called to order at 6:00PM.

Policy Updating/Current Tasks:

- Budget Update: no changes were made to the operating budget/salary lines during the Town Deliberative Session. Reminder that Town Voting Day is Tuesday, March 11.
- Discussion on the Draft Request for Proposals (RFP) for Upper-level Emergency Exit Ramp Replacement. Add a site visit to the timeline. Would like to get the RFP out for March 3.
- Discussion on printing at the library by Town organizations:
 - Continue with no charge for printing meeting notices posted at the library.
 - Consensus is to continue as is with charging for printing to maintain appropriate budgeting and accounting for all entities.
- Professional Development: there are a number of professional development opportunities for staff coming up. Amanda will pull together a list of opportunities/costs for the next meeting.
- Discussion on the Draft Memorandum of Understanding (MOU) for Maintenance and Contracted Services with the town.
 - Jen will revise the Draft MOU as suggested (additions: phones, water testing, ice removal/treatment, lift testing, alarm system, etc.) to have ready for March to be reviewed with the Select Board, following town elections.
 - Discussion on snow removal/walkway treatment. This needs to occur even on days the Library is closed if there is a snow/ice event. The Library's opening staff need to have a contact number for the town if it has not been done.
- Discussion on DRAFT Letter of Agreement for the Year 2025 with the Town to continue payroll processing.
- Tree Work:
 - Discussion on draft letter to the property abutter for tree work/removal. Include a deadline for written response of two weeks.
 - There are three to four additional trees that should be removed. Schedule Phil's Trees Services to come out to assess when this work could be scheduled.
- Unspent Funds: Discussion on additional disbursement, any outstanding bills, and unspent funds.
 - Lynn Soucie made a motion to have any remaining balance of the 2024 operating funds returned back to the Town. Kate K-D seconded. All voted in favor.

- Discussion on NHMA legislative alerts.
- Discussion on adding annual review of the investment policy to the Monthly Tasks schedule. This could be done at the same time as the MOU review.
- Should get some photos showing where ice/snow buildup along the building for later reference during any landscape/walkway planning.
- Walter G. Smith Gift: wrapping up the estate. Blaisdell Library was not included in the will, but was named as beneficiary on two brokerage accounts. One is a cash account; the other is heavily invested in stocks. Next steps are to get in touch with estate settlement group and start process of transferring ownership. Once in the Library's name (since beneficiary), look to schedule public hearing.

Director's Report:

- Energy walk-through completed and will apply for grant on library's behalf.
- Kate VP made a motion to add the Director's Report to the minutes. Kate K-D seconded the motion. All voted in favor.

Secretary's Report:

- December 18 meeting minutes were reviewed. Jen moved to approve minutes as submitted. Kate VP seconded the motion. All voted in favor.
- January 14 meeting minutes were reviewed. Kate K-D moved to approve minutes as amended (correct typo). Jen seconded the motion. All voted in favor.
- January 29 public and nonpublic meeting minutes were moved to the next meeting.

Treasurer's Report:

- No treasurer's report received.

Public Comment: None

Friends of the Library (FOL) Report:

- Seed Sale fundraiser complete.
- FOL approved amended by-laws to add a communications officer.
- Applied for a grant with Penguin Random House publishing for \$1,000. To be used to establish a "1000 Books before Kindergarten" program at the library, if awarded. Goal is to launch this initiative with the Summer Reading Program. FOL will fund this program if a grant is not awarded.
- Working on a community grant for the walkway/bridge to connect the library to the community center recreation fields.
- Approved for Charitable Gaming, but still trying to find an available game.
- Spring Book Sale will be May 16-18.

Old Business:

- Museum pass discussion for online reservations. Options continue to be cost prohibitive.

New Business:

- Monthly Tasks:
 - Prepare books for auditors. Jen will touch base with Janet.
 - Programming.
- Lynn made a motion to accept any and all donations. Kate K-D seconded the motion. All voted in favor.

Community Calendar:

- Town Elections on Tuesday, March 11.

Next meeting: Wednesday, March 19, 2025, at 4:00PM

Jen moved to adjourn at 7:16PM, and the meeting ended.

Respectfully submitted,

Debbie Ricker

Approved on March 19, 2025