

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 19, 2025

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

Others Present: Amanda Stevens, Interim Library Director

Members of Public: Christine Dabrieo

The meeting was called to order at 4:00PM.

Appointment of Alternate Trustees:

- Jen Phillips made a motion to send the recommendation for re-appointment of Karyn Quinn as an Alternate Trustee to the Select Board for their approval. Lynn Soucie seconded the motion. All voted in favor.
- Jen Phillips made a motion to send the recommendation for re-appointment of Allison Friend-Gray as an Alternate Trustee to the Select Board for their approval. Debbie Ricker seconded the motion. All voted in favor.
- Jen Phillips made a motion to recommend the appointment of Christine Dabrieo as an Alternate Trustee. Debbie Ricker seconded the motion. All voted in favor. Jen will send the recommendation to the Select Board for their approval.

Election of Officers:

- The newly elected Trustees have been sworn in prior to the meeting.
- Election of Chair: Kate Ver Ploeg nominated Jen Phillips for the position of Chair. Lynn Soucie seconded the nomination. All voted in favor.
- Election of Treasurer: Jen Phillips nominated Kate Ver Ploeg for the position of Treasurer. Lynn Soucie seconded the nomination. All voted in favor.
- Election of Secretary: Debbie Ricker nominated Kate Knight-Dupuis for the position of Secretary. Lynn Soucie seconded the nomination. All voted in favor.

Director's Report:

- Museum Passes for 2025. Staff provided input during the last staff meeting on passes to offer. Amanda will ask if the Friends of the Library (FOL) will cover at 100% (covered 75% for 2024).
- Professional Development (PD) / Dues:
 - Dan B. and Jordan R. would like to attend one day of the NHLA conference on April 17-18, as part of PD. This would be \$250 (\$125/non-member).
 - The NHLTA conference is on May 1. Fees have increased to \$65/member and \$85/non-member. Three annual memberships to NHLTA, at \$30/each, are included in this budget line.

- Consensus to move funds from the Materials line to the Professional Development/Dues line, increasing from \$400 to \$600, to cover these costs.
- The Energy Assessment was completed and the application formally submitted to Eversource
- BML is the recipient of a LTC Grant Round 3 for \$10,000 to supplement the costs of replacing the wooden emergency ramp. This grant needs to be expended by April 2026.
 - The Public Hearing to accept the grant money will be held on Thursday, April 16, 2025, at 6:30PM. The regular Trustees meeting will be paused to hold the public hearing.
 - Two RFPs are now needed to separate the ramp/structure (grant) and retaining wall work.
- Phil's Tree Service has been contacted to schedule cutting down the questionable trees. These trees will be left on the ground to decompose, not chipped (due to location). Phil's is doing this pro bono.
- Beaudette's estimate of \$895 for the exterior water spigot work was received and discussed.
 - Lynn made a motion to authorize Amanda to move forward with Beaudette's for the installation of the exterior water spigot as quoted. Kate VP seconded the motion. All voted in favor.
- The building needs to be pressure washed and some repairs made, mainly replacement of decaying wood. Quote for power washing and painting is \$3,000. Waiting on the wood repair quote.
- Reseeding the other side of the front lawn needs to happen, but cognizant of the emergency ramp/retaining wall projects. Consensus is to move forward with hydroseeding now and to top seed later. Amanda will reach out to the landscaping company previously used to get an update to the cost/schedule for this work from their quote last fall.
 - Lynn made a motion to authorize Amanda to spend up to \$1,100 from the maintenance line for reseeding. Debbie seconded the motion. All voted in favor.
- Mulch is needed for the front garden area. Amanda will ask the FOL if they are willing to buy and spread the mulch as part of the spring cleanup in April.
- Furniture: request for one Octagonal Display Unit for the front area.
 - Lynn made a motion to authorize up to \$4,200, from the W. Smith gift/fund, for the purchase and delivery of one octagonal display unit. Kate VP seconded the motion. All voted in favor.
- Discussed creating space for staff to use with some privacy for meals/breaks. Amanda suggested a portable partition (that folds and is on wheels) to use to section off an area in the meeting room. Trustees would like to consult with an architect familiar with library design first to determine if any areas could be repurposed/redesigned to create for a breakroom, before considering a partition. Added to the agenda for the next meeting for follow up discussion.
- Exterior: request for an additional fence panel for the backyard/patio area.
 - Jen made a motion to authorize up to \$2,000 for an additional fence panel to the patio fence/area. Kate VP seconded the motion. All voted in favor.
- Amanda suggests the FOL consider registering with NH Gives. Listing a specific fundraising project can be helpful. Must register by May to be eligible for the June 10-11 fundraising date.
- The annual NH State Library survey has been submitted.
- Deb made a motion to add the Director's Report to the minutes. Lynn seconded the motion. All voted in favor.

Policy Updating/Current Tasks:

- Budget Update: the proposed budget. The library's proposed budget included small increases to staff salaries. Jen will send these wage increases, as decided in October during budget preparations, to payroll to be implemented in April.

- Walter G. Smith Gift Update: Trustees continue the process of filing all the necessary paperwork to be able to transfer the funds to the library from the brokerage account(s). Kate VP suggested meeting with a money manager/certified financial planner for guidance on navigating this paperwork, and to act in an advisory capacity for investment planning. A Public Hearing to accept the funds will be scheduled after the paperwork is processed and ownership transferred.

Public Comment: None

Secretary's Report:

- January 29 meeting minutes were reviewed. Kate VP moved, and Jen seconded, to accept the minutes as submitted. All voted in favor.
- January 29 nonpublic minutes were reviewed. Kate VP moved, and Jen seconded, to accept the minutes as submitted. All voted in favor.
- February 19 meeting minutes were reviewed. Lynn moved, and Kate VP seconded, to accept the minutes as submitted. All voted in favor.

Treasurer's Report:

- Discussed suggestions from Amanada on how to streamline accounting tracking.
- Treasurer report was reviewed. Next month's report will have the regular accounting detail.
- Kate VP made a motion to add the Treasurer's Report to the minutes. Lynn seconded the motion. All voted in favor.

Friends of Library (FOL) Report

- "1000 Books before Kindergarten" program: FOL did not receive the grant. Still moving forward with the program, with funding from the FOL directly.
- Library Appreciation Week (April 6-12): FOL will be donating gift baskets again for a free raffle for patrons to win, and purchasing gift cards for staff appreciation.
- Buying books once again for children of the Food Pantry families to promote reading over summer.
- Spring Book Sale is May 16-18. Donation period is May 12-15.
- Laurie W. generously made/donated embroidered polo shirts for FOL members. Thank you, Laurie!
- Two more Little Free Libraries (LFL) are being made. FOL coordinating where to be placed still.
- FOL participating in Town Clean-Up Day on Saturday, April 19 to clean up the library grounds.

Old Business:

- A certified letter from the Trustees was sent to, and received by, the property abutter regarding the dead tree along the property line. The requested deadline for a response has passed, with no reply from the abutter. Discussed next steps. Consensus to move forward with removal of the dead tree, as it is a safety concern. This work will be done when Phil's Tree Service is here next.

New Business:

- Review/Update Monthly Tasks: new budget to bookkeeper, submit names for Alternates to Select Board, draft MOU sent to Town Administrator, and copy of budget sent to state AG office.

- Received our second online donation of \$75 (\$69 after fees) via Stripe.
- Lynn made a motion to accept any and all donations. Kate VP seconded. All voted in favor.

Community Calendar:

- Town Clean Up Day on Saturday, April 19. (Sign up and waivers will be through the Rec's website.)

Next meeting: Wednesday, April 16 at 6:00PM

Jen moved to adjourn and the meeting ended at 5:34PM.

Respectfully submitted,

Debbie Ricker