

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

April 16, 2025

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

Others Present: Dan Bunker, Assistant Library Director

Members of Public: none

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

Policy Updating/Current Tasks:

- Trustees reviewed two updated Request for Proposals (RFPs): one for the exterior emergency ramp and another for the retaining wall.
 - Jen will send RFPs to Ellen for posting to town website and notify previously interested vendors.
 - Initial deposit for emergency ramp work has been refunded and returned to the first Walter G. Smith Gift fund.
- Jen continues to work through the necessary forms to transfer the second Walter G. Smith Gift funds to the library's brokerage account(s).
- NHLTA Conference registration deadline is tomorrow. Attendees need to register with personal credit card and send their invoice to Janet for reimbursement.
- Last week, Betsy Warrington from the Town Office alerted the library that she received a fraudulent email impersonating Amanda and requesting a direct deposit of funds.
 - Library staff will receive cyberattack training via Primex at their May 6 staff meeting.
 - Library computers were upgraded with a higher level of antivirus software.
 - Allison will follow-up with Nottingham Elementary to ascertain what is required for obtaining a ".gov" domain, which may provide enhanced security.

Public Comment: None

Secretary's Report:

- March 19 meeting minutes were reviewed. Lynn moved, and Kate V.P. seconded, to accept the amended minutes. All voted in favor.
- March 28 meeting minutes were reviewed. Deb moved, and Lynn seconded, to accept the minutes as submitted. All voted in favor.

Director's Report:

- Dan and Amanda are exploring ways to enhance the annual Halloween event to honor Walter G. Smith, possibly hosting a multi-day event, including a concert.
- Phil's Tree Services completed tree work. Felled trees were left on property to decompose. Library never heard from abutting neighbors regarding tree work.

- Allan Trant received initial deposit for exterior building work. Allan and Jesse will potentially commence work (prep, painting, replacing rotten wood/damaged vinyl) on May 5.
- Month of March received the highest children's programming attendance in the last two years.
 - Staff considered adding additional story hour, but concerns were raised about overlapping with the Coffee Hour, which is the most attended adult program.
- Staff development day is set for June 19, with plans to use a voucher for the Portsmouth Escape Room, have lunch out, and walk at Great Bay.
- Ongoing concerns and uncertainties related to the potential elimination of the Institute of Museum and Library Services (IMLS) and how it will impact the library's funding of OverDrive (Libby app) and interlibrary loans.
 - 31% of our library book checkout is via the Libby app, which accounts for 25% of costs.
 - Our library's interlibrary loan service is 100% funded through IMLS grant money.
 - Dan and Amanda have discussed how the library has an existing framework that can be leveraged in conducting a collection analysis with local libraries to assess overlaps and potential collaboration in forming a consortium, if and when needed.
- Deb made a motion to add the Director's Report to the minutes. Lynn seconded the motion. All voted in favor.

Treasurer's Report:

- Treasurer report was reviewed. Jen to send updated report once Janet fixes issue related to budget software.
- Jen will now share quarterly updates on the salary budget line; 78% of the salary budget remains, we are on track.
- The furniture budget has already been overspent due to the purchase of commercial-grade rugs.
- Jen plans to set up Google Sheets for better visibility into financial details, which will help Janet understand the context of transactions better and aid the reconciliation process.
- Trustees discussed rolling over library's maturing CD (from Charlotte Blaisdell) for another 6-month term with TD Bank; CD has grown over \$1k in past year.
- Jen made a motion to add the corrected Treasurer's Report to the minutes. Lynn seconded the motion. All voted in favor.

Friends of the Library (FoL) Report:

- FoL will pay 100% of the 2025 museum passes. Dan will ask Bedrock Gardens if the pass includes a reciprocal pass for nearby gardens.
- Book sale is May 16-18; donations accepted May 12-15.
- Spring clean-up day is April 19. Dan is exploring possibility of recurring clean-up day with FoL and town volunteers to tackle additional projects.
- FoL purchased flowers for the front of the library.
- FoL plan to sign up for NH Gives and are exploring online payment system, Zeffy, which can be used for various FoL events.
- Two FoL members will attend the Rockingham Friends meeting in May.

Old Business:

- Jen contacted Placework Designs for Libraries regarding our need for a staff break area. They offer an initial consult at no cost, which Jen will schedule soon.

- We have received two proposals from J&K Energy Solutions (one ballast-free and the other utilizing existing ballasts), to update both interior and exterior lights to LED in order to reduce wattage and increase energy efficiency.
 - Dan to follow-up with local energy management consultant known by Christine for second opinion.

New Business:

- Review/Update Monthly Tasks: Gene Tenney retained for town's yardwork/mowing, Dan to follow-up with Beaudette's to ensure furnace filters were changed, seasonal plantings, spring clean-ups, and tree work.
- Received online donation of \$18.52 via Stripe.
- Kate V.P. made a motion to accept any and all donations. Deb seconded. All voted in favor.

Community Calendar:

- Town Clean Up Day is on Saturday, April 19, 2025.
- National Night Out is on Tuesday, August 5, 2025.

Next Meeting: May 14, 2025 at 5:00PM

Jen moved to adjourn, and the meeting ended at 7:47PM.

Respectfully submitted,

Lynn Soucie