

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

July 22, 2025

Trustees Present: Jen Phillips, Deb Ricker, Kate Ver Ploeg, Lynn Soucie, Karyn Quinn (Alternate)

Others Present: Amanda Stevens, Interim Library Director

Members of Public: none

The meeting was called to order at 2:00 PM.

Policy Updating/Current Tasks:

- The side ramp project is complete, including the installation of the second handrail.
- Trustees discussed two proposals from Bauen Construction and Cobalt Construction Management for a staff breakroom project. SMP has yet to submit a proposal.
 - Trustees will revisit the topic at their August 20 meeting. In the meantime, Trustees are to email any relevant follow-up questions regarding the proposals to Amanda by July 31.
- Deb motioned to approve the scheduling of Erickson Foundation Solutions to repair concrete sidewalk (right side of the library, leading up to ramp) for up to \$3,000. Kate V.P. seconded the motion and all voted in favor. Funds will be used from the operating budget to cover this expense.

Public Comment: None

Secretary's Report:

- June 17 meeting minutes were reviewed. Lynn moved, and Deb seconded, to accept the corrected minutes. All voted in favor.

Director's Report:

- The library is distributing a physical survey to the public to solicit feedback on its hours of operation.
- During the job description review, it was noted most staff titles are not standardized. Amanda and Dan are to review and revise staff titles to reflect current job descriptions and current industry standards.
- Deb made a motion to add the Director's Report to the minutes. Kate V.P. seconded the motion. All voted in favor.

Treasurer's Report:

- Kate moved to purchase single-user licensed version of online QuickBooks for the bookkeeper. Deb seconded. All voted in favor.
- Kate moved to add the Treasurer's Report to the minutes. Deb seconded the motion. All voted in favor.

Friends of the Library Report:

- The 1,000 Books by Kindergarten mural designs are being worked on. Deb moved that we authorize the work to move forward, Kate seconded. All voted in favor.

New Business:

- For the August 6 meeting with the financial advisor, Kate requested Trustees send any questions they have for the advisor by July 29. She will pass them along to the financial advisor.
- We are up to date on monthly tasks. Amanda will look at the budget and spending for this year and make recommendations for next year's budget allocations.
- The town administrator has stated the CIP and budget processes are to begin earlier this year, as the town was pressed up against deadlines several times last year.
- Deb moved to accept any and all donations received, Kate seconded. All voted in favor.

Community Calendar:

- National Night Out is on Tuesday, August 5, 2025. BML Staff will be present at this event.
- Library maintenance closure is August 11-18, 2025.

Next Meetings:

- Financial Advisor Consultation - August 6, 2025 at 3:30 PM
- Regular Trustee meeting - August 20, 2025 at 2:00 PM

Jen moved to adjourn, and the meeting ended at 3:25 PM.

Respectfully submitted,

Lynn Soucie