

# MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

October 28, 2025

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

**Others Present:** Amanda Stevens, Interim Library Director

**Members of Public:** None

The meeting was called to order at 1:00PM.

## Policy Updating/Current Tasks:

- Budget Update – The budget presentation to the Select Board went smoothly. Jen will confirm with Ellen whether BML's Budget Committee presentation is scheduled for November 6 or 13.
- Walter G. Smith Updates
  - A NHPDIP account has been created using the town's Tax ID. However, the BML account for the Walter G. Smith funds is set up as a separate entity under the town's name. Login credentials and transfer of funds are still pending.
  - A TD Bank CD account has been established with \$25k of the Walter G. Smith funds. The interest derived from this account will fund the annual Walter G. Smith scholarship.
- BML previously used Baker & Taylor to purchase library materials. As the company is expected to close due to bankruptcy in January 2026, staff are establishing a new account with Ingram Content Group and will supplement orders through Amazon when cost-effective.

**Public Comment:** None

## Secretary's Report:

- August 20 meeting minutes were reviewed. Karyn moved, and Kate VP seconded, to accept the submitted minutes. All voted in favor.
- September 5 meeting minutes were reviewed. Lynn moved, and Kate VP seconded, to accept the minutes as amended. All voted in favor.
- October 7 meeting minutes were reviewed. Kate VP moved, and Deb seconded, to accept the minutes as submitted. All voted in favor.

## Director's Report:

- In accordance with best practices, staff deleted library accounts inactive since 2019, resulting in approximately 2,740 active accounts. (Approximately a third of the library's accounts were permanently deleted.)
  - The reduction of total number of accounts will likely result in a higher calculated 2026 NH Downloadable Books Consortium fee for BML. This fee will be calculated in January of the new year.
- Amanda submitted another \$10k proposal for the Libraries Transforming Communities grant program. Securing this grant would allow BML to purchase/install a privacy pod within the building for patron and staff use.

- Jordan will create 2025 BML data graphic to share with the public.
- Trustees should prepare to review the current BML Circulation Policy at next month's meeting.
- Staff and Trustees will solicit public feedback regarding current library hours via a survey in 2026.
- Deb made a motion to add the Director's Report to the minutes. Kate VP seconded the motion. All voted in favor.

#### **Treasurer's Report:**

- Staff and Trustees discussed limited funds remaining for 2025. Trustees agreed to use Fines and Fees revenue to cover unexpected maintenance and/or material costs if necessary. Staff will delay new material purchases until the November 18 meeting, when remaining funds will be reassessed.
- Deb made a motion to add the Treasurer's Report to the minutes. Kate VP seconded the motion. All voted in favor.

#### **Non-Public:**

- Went into nonpublic session to discuss the compensation for per diem position.
- Lynn moved to enter into nonpublic session under RSA 91-A:3, II (a), Kate VP seconded. Roll call to enter nonpublic: Jen Phillips, yes; Lynn Soucie, yes; Deb Ricker, yes; and Kate Ver Ploeg, yes. Motion to enter nonpublic passed. Others present: Amanda Stevens and Karyn Quinn.
- Nonpublic session began at 1:57PM and ended at 2:04PM. No votes were taken while in nonpublic.

#### **Friends of the Library (FoL) Report:**

- FoL concluded another successful Fall book sale.
- FoL will sell tickets to the annual Scottish Holiday Tea (December 7) starting November 1.
- Fall clean-up is scheduled for November 8 (rain date TBD).
- Staff plan to highlight FoL's ongoing contributions through a monthly recognition bulletin.

#### **Old Business:**

- None

#### **New Business:**

- Review/Update Monthly Tasks: lift inspection, furnace filters to be changed, annual Walter G. Smith recognition events, and FoL Fall Clean-up.
- Jen made a motion to accept any and all donations. Deb seconded. All voted in favor.

#### **Community Calendar:**

- BML Bizarre Bazaar: October 30 to November 1, 2025.
- BML presentation to Budget Committee: November 6 or 13, 2025 (Jen will confirm with Ellen).
- Fall Cleanup: November 8.
- Scottish Holiday Tea: December 7.

**Next Meeting:** November 18, 2025 at 1:00PM

Jen moved to adjourn, and the meeting ended at 2:18PM.

Respectfully submitted, Lynn Soucie

*Approved on November 18 2025*