

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

May 14, 2025

Trustees Present: Jen Phillips, Kate Ver Ploeg, Karyn Quinn

Others Present: Dan Bunker, Assistant Library Director

Members of Public: none

The meeting was called to order at 5:00 p.m.

Policy Updating/Current Tasks:

- Ramp/Retaining Wall Project:
 - We received one response to the RFP to replace the ramp and retaining wall from All Seasons Landscaping. A second vendor expressed interest in just the retaining wall portion, which would have been contingent upon receiving a response for just the ramp.
 - Dan asked about timing, noting upcoming summer reading programs and asked if we'd be required to close the building while the work is being done, as an emergency exit will be out of commission. We will need to ask the building inspector or fire chief what the requirements are for exterior work.
 - Kate VP asked about deposits, as the estimate provided was unclear on this point.
 - Karyn expressed concern about the use of vinyl for the railings, as it can crack and show wear quickly. Trustees agreed that the preference is to use composite for the balusters, pillars, railings, and decking. Jen to request a revised estimate with this additional direction.
 - Kate VP moved that the Blaisdell Memorial Library move forward with All Seasons Landscaping for the ramp replacement project; Karyn Quinn seconded. All voted in favor.
 - Next steps: Jen is to ask All Seasons Landscaping the following questions: What is the anticipated start date/timing; can we get a revised estimate to include TREX pillars/railings instead of vinyl; what is the deposit schedule.
- The Trustees reviewed the Landscaping Plan. This is an information-only document, so that everyone (Staff, Friends, Trustees) are all on the same page with changes made to the grounds.
- NHLTA Conference Review:
 - ADA Session – The BML is generally in good shape with ADA requirements. There are some small changes we could make to comply with some newer employer mandates. Some of these changes are “quick hits” while others can be phased in over time.
 - Personnel Handbooks and Library Safety Sessions – these yielded some recommendations that we will begin to weave into policies and procedures to “develop a culture of care and safety.” Cameras to be considered for the exterior. Succession planning – the BML is already implementing many of this session’s recommendations. Energy Audit Session – BML has already conducted an energy audit; Dover NH has a business that specializes in library lighting.
 - NHPR is working on segments that highlight NH libraries; Karyn to provide form.

Public Comments: None

Secretary’s Report:

- The minutes of the April 16 meeting were reviewed. Karyn moved, and Kate VP seconded to accept the minutes as submitted. All voted in favor.
- The minutes of the April 16 public hearing were reviewed. Karyn moved, and Kate VP seconded to accept the minutes as submitted. All voted in favor.

Library Director's Report:

- Trustees reviewed the Director's report.
- Kate VP moved to add the Director's report to the minutes and Karyn seconded the motion. All voted in favor.

Treasurer's Report:

- Treasurer's report was not received by meeting time; Jen will send around the report through the end of April once she receives it.
- Google sheets links have been sent to the Trustees and the bookkeeper for visibility into daily/routine expenditures.
- Jen is still working to design the summary page for the Google sheets.

Friends of the Library (FOL) Report:

- Spring Book Sale is this weekend (May 16-18). Lots of books donated, including substantial weeding from the library's collection along with donations.
- Little Free Libraries have been approved by property owners at Liar's Paradise and Marston Field. Friends are working to determine who will construct the LFL.

Old Business: None

New Business:

- June 12 – Joint Loss Committee at the Library for walk-through
- Trustees discussed the need for 1-3-5-10 year strategy and planning documents, and when we should start the process/have a workshop dedicated to developing these plans. Jen is to request Lynn add this question to next round of scheduling. Jen will add item to June agenda for everyone to start building lists/ideas so that we have discussion points to work off of, for efficiency.
- Update Monthly Tasks:
 - Dan is working with Clarence Beaudette to ensure filters are examined and replaced on a consistent schedule.
 - Dan to ask Clarence about sediment filters on the new building filtration system.
- Kate VP moved to accept any and all new donations; Karyn seconded. All voted in favor.

Next meeting: June 17 at 1:00 p.m.

Kate VP moved to adjourn, and the meeting ended at 6:40 p.m.

Respectfully submitted, Jen Phillips

Approved: June 17, 2025