

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 24, 2026

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

Others Present: Amanda Stevens (Interim Library Director), Dan Bunker (Assistant Library Director)

Members of Public: none

The meeting was called to order at 1:03 PM.

Current Tasks/Policy Updating:

- Selection of Officers:
 - Chair: Kate Ver Ploeg nominated Jen Phillips as Chair. Lynn Soucie seconded the nomination. All voted in favor.
 - Treasurer: Jen Phillips nominated Kate Ver Ploeg as Treasurer. Deb Ricker seconded the nomination. All voted in favor.
 - Secretary: Jen Phillips nominated Deb Ricker as Secretary. Kate Ver Ploeg seconded the nomination. All voted in favor.
- Appointment of Alternate Trustees:
 - Jen Phillips nominated Allison Friend-Gray, Karyn Quinn, and Christine Dabrieo as Alternate Trustees. Deb Ricker seconded the nominations. All voted in favor.
 - Jen will send the list of Alternate Trustees to the Town Administrator for approval of the Select Board.
- Policy Updating:
 - The draft Circulation Policy was reviewed and minor revisions made. Lynn made a motion to adopt the Circulation Policy as amended. Kate KD seconded the motion. All voted in favor.
 - The draft ILL Policy was reviewed. Lynn made a motion to adopt the ILL Policy as submitted. Kate KD seconded the motion. All voted in favor.
- The NHLTA Annual Meeting is scheduled for Wednesday, May 27, in Manchester. Trustees should coordinate with each other which sessions to join, if attending.
- Trustees will plan to discuss how to structure the proposed writing scholarship during their workshop in May.

Public Comment: None

Secretary's Report:

- The February 19 meeting minutes were reviewed. Deb made a motion to accept the minutes as amended (correction to a date). Kate VP seconded the motion. All voted in favor.

Library Director's Report:

- Meeting/Program Room Storage:
 - Steve C. volunteered to build a closet/storage area in the meeting/program room.
 - BML is looking into a lead to get materials donated/discounted as well.
 - Jen made a motion to authorize Amanda to move forward with this closet/storage area. Kate KD seconded the motion. All voted in favor.
- Logistics for purchasing food items for programming was discussed. The ability to track itemized expenses is required, even with the use of gift cards. Dan will continue to look into options to streamline the process.
- The installation of hand dryers in the bathrooms was proposed/discussed. BML will move forward with looking into this.
- The side door downstairs may need minor repairs; it has frequently become stuck and unable to open due to ice buildup.
- John F. will be doing his internship at the library as part of his position. He has suggested creating a ticketing system for museum passes.
- Amanda noted may want to look into filling the second Page position that is open.
- A designated walking path (5-feet wide) to the gravel parking lot was discussed. Dan will continue to coordinate with Tenney and Son Landscaping regarding options/concerns.
- BML was not selected as a recipient of LTC Grant #4.
- Amanda is working on another grant proposal (privacy pod).
- Lynn made a motion to add the Director's report to the minutes. Kate KD seconded the motion. All voted in favor.

Treasurer's Report:

- Treasurer's Report was reviewed.
- Dick B. will transfer the QuickBooks account online.
- Lynn made a motion to add the Treasurer's Report to the minutes. Kate KD seconded the motion. All voted in favor.

Friends of the Library Report:

- Library sign is on hold for now; might help with costs for privacy pod.
- Oktoberfest: got the waiver for liquor. Received a sponsor for tents, and the music and bar tenders were donated.
- National Library Week: will provide gift cards for staff appreciation and gift baskets to raffle again.
- Library Spring Cleanup day will be Sunday, April 19 (the day after the town cleanup, as volunteers had a conflict with this).
- Spring Book Sale will be mid-May.

Old Business: None.

New Business:

- Monthly tasks: submit list of Alternate Trustees to Select Board; update MOU with the Town.
- Lynn made a motion to approve any/all donations. Kate KD seconded the motion. All voted in favor.

Community Calendar:

- Town Cleanup: Saturday, April 18.
- Library Cleanup: Sunday, April 19.

Next meeting: Tuesday, April 21 at 1:00 PM.

Jen moved to adjourn; the meeting ended at 2:25 PM.

Respectfully submitted,

Deb Ricker

Approved on April 21, 2026