MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

Wednesday, July 8, 2026

Trustees Present: Kate Ver Ploeg, Christine Dabrieo, Lynn Soucie, and Karyn Quinn (Alternate)

Others Present: Amanda Stevens, Interim Director
Dan Bunker, Assistant Director

Members of Public: None

The meeting was called to order at 4:05PM.

Public Comment: None

Secretary's Report:

- Kate moved to approve the June 23 public meeting minutes as amended. Christine seconded the motion. All voted in favor.

Director's Report:

- Reviewed current Social Networking Policy. Kate moved to add the following language to the policy: "Software programs will not be installed on patron computers by individual patrons and will be added solely at the discretion of the Director." Christine seconded the motion. All voted in favor. Action Item: Staff will email the Library of Things, Gaming, and Meeting Room policies to the Board prior to its August meeting.
- Action Item: Kate will email the Board its current Bylaws.
- Kate moved to add the Director's Report to the minutes. Christine seconded the motion. All voted in favor.

Treasurer's Report:

- The Treasurer's Report was not prepared for the month of June.

Old and New Business

- Parking Lot Updates
  - The Select Board approved contracting with Manchester Paving for the entirety of the parking lot paving. Steve and Al may begin trenching and electrical work as soon as next Monday, July 13. Paving will take place August 13 and 14. Lynn will be on vacation/unavailable July 16-24.
  - Kate moved to approve the spending of up to $10,000 from the library budget to cover additional costs beyond the $50,000 appropriated from the town warrant article, in order to complete the parking lot paving and lighting project in its entirety. Christine seconded the motion. All voted in favor.
- Action Item: Dan will email the Board the 2026 Memorandum of Understanding with the town's Select Board, as well as the Snow Removal Plan. He will prepare edits for both documents for Board review at its August meeting.
- Dan left a message for the Fire Department to ascertain if there are any upcoming CPR trainings that he (and potentially other staff) may attend within the next 12 months.

- Monthly Tasks:
    - Kate received the second operating budget disbursement today.
    - Action Item: Christine will follow up with Amanda to confirm scheduled carpet cleaning date and determine if septic pumping needs to be scheduled.
    - Kate moved to accept any and all donations. Christine seconded the motion. All voted in favor.

Friends of the Library Report:

- The Friends did not meet this past month. No updates.

Community Calendar:

- National Night Out: Tuesday, August 4, 2026
- Oktoberfest: Saturday, September 26, 2026

Next Meeting: Wednesday, August 5, 2026, at 4PM.

Kate moved to adjourn, and the meeting ended at 5:26PM.

Respectfully submitted,

Lynn Soucie

Approved on Wednesday, August 5, 2026.

Blaisdell Memorial Library
Director's Report 7.8.2026

Banking/Financials (As of 7/1/2026):

- Operating: **$35,630.72**
- Debit: **$291.68**
- WS Fund (*4543): **$34,096.36**
- NHPDIP: **$204,951.26** (As of 6/30/2026)
- Municipal Interest Checking: **$391.09**
- Donations: **$9,411.96**
- Copier/Fines: **$10,052.63**
- Certificate of Deposit (*2243): **$12,670.81**
- Certificate of Deposit (*5633): **$25,511.94**

Total =**$333,008.45**

Budget:

- Our printer ink was replenished during the month of June, accounting for approximately one quarter of the Technology expense line ($2300).

Circulation and Usage Statistics:

- With school out of session and the arrival of warmer weather, the library's gate count increased by more than 250 visitors compared to last month.

Collection:

- Seventy-seven new items have been added to the collection.

Maintenance/Building Needs:

- The Highway Department has begun creating the lower lot perimeter near the wetland area.

Other:

- Recently, another request was made to install a software program on a patron computer that would benefit only a small segment of the library's users. MuseScore could be considered a social software application because users can create, share, and access sheet music through its online platform. The Social Networking Policy states, "The Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Nottingham's needs for informational, cultural, and recreational pursuits."

  To provide clearer guidance for future requests, the policy could include stronger language specifying that software programs will not be installed on patron computers unless there is a demonstrated and compelling need that supports the library's mission and serves a broad segment of the community.

Programming:

- We had a successful SRP kickoff with the Leaping Lizards program held at the Rec Center with over 200 people in attendance.
- The Teddy Bear Sleepover Breakfast keeps growing every year. Children enjoyed yogurt, berries and granola with their teddies.
- The Writers Panel will be the Coffee Hour on Wednesday, July 8th. We are looking forward to welcoming three local authors for a lively discussion.

Staffing/Service:

- Over the past six months, we have borrowed 731 items through Interlibrary Loan (ILL) and lent 398 items to other libraries.

Technology:

- The TV and VR are all set up in the Teen Area for the first Gaming Drop-in on July 2nd.

Respectfully submitted,
Amanda Stevens
Interim Library Director

Library Statistics Ending June30, 2026

Monthly Circulation (includes print & e-resources)

Month	2019 Total	2019 OD	2020 Total	2020 OD	2021 Total	2021 OD	2022 Total	2022 OD	2023 Total	2023 OD	2024 Total	2024 OD	2025 Total	2025 OD	2026 Total	2026 OD
Jan	3542	621	2648	625	1978	693	2176	687	2192	926	2360	1181	2588	1064	2656	1127
Feb	3290	568	2323	619	1754	657	2043	651	2123	835	2443	1089	2076	986	2070	1014
Mar	3837	614	1483	558	2161	652	2460	757	2651	936	2596	1112	2426	1067	2405	1141
Apr	3263	550	277	643	1868	651	2366	791	2048	864	2383	1109	2382	1020	2172	1043
May	3154	552	440	693	1718	679	2063	730	2054	719	2360	1183	2616	1073	2187	1054
Jun	3524	541	1156	642	2230	688	2482	697	2503	800	2191	1079	2416	1037	2415	1032
Jul	3884	626	1540	656	2871	685	2969	744	2490	906	2867	976	3584	1109		
Aug	3452	561	1821	651	2783	777	2789	749	2841	865	2459	1023	2359	1049		
Sep	2648	570	2171	654	2656	671	2310	705	2191	857	1908	951	2269	1178		
Oct	2899	604	2192	629	2266	690	1987	696	2253	1027	2265	956	2189	1109		
Nov	2324	572	1647	635	2176	721	2397	774	2115	1063	2400	911	2026	1110		
Dec	2205	562	2270	631	2330	653	2042	812	1969	1076	2169	957	1691	1082		
Total	**35817**	**6379**	**19968**	**7636**	**26791**	**8217**	**28084**	**8793**	**24917**	**10874**	**28401**	**11038**	**28622**	**12884**	**13905**	**6411**

Monthly Gate Count

Month	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	**Total 2022**	Total 2023	Total 2024	Total 2025	Total 2026
Jan	N/A	1889	2203	2068	2240	2695	2648	557	1696	2102	2350	1655	1926
Feb	N/A	1846	2128	2100	2375	2240	2121	515	1701	2027	2274	1260	1584
Mar	N/A	2522	2981	2552	2649	2668	1248	619	2083	2455	1882	1687	1674
Apr	N/A	2636	2638	2590	2374	2462	0	547	2243	2137	1828	1852	1688
May	N/A	2776	3142	3207	2795	3137	0	555	1908	2292	2022	1998	1770
Jun	N/A	2476	3198	3010	2653	2586	140	1568	3802	2551	1917	1612	1932
Jul	N/A	3262	3477	2871	3226	3108	424	2163	3056	2542	1968	2433	
Aug	N/A	2936	3649	3211	3135	3150	482	2247	2578	2204	250	1373	
Sep	N/A	3039	2827	2569	2658	2764	570	2043	2560	2231	1450	1861	
Oct	N/A	2660	2746	2936	2943	3120	623	2015	2088	2200	1794	1572	
Nov	2321	2667	2441	3330	2541	2381	455	1400	2133	1979	1664	1445	
Dec	2140	2375	2261	2377	2266	2021	564	1759	2185	1843	1408	1214	
Total	4461	31084	33691	32821	31855	32332	9275	15988	28033	24720	19143	19962	**10574**

Library Statistics Ending June30, 2026

2026 Miscellaneous Library Usage Statistics

Month	*Total materials added*	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Website Traffic	Kanopy Usage Plays/Minutes
Jan	101	7	5	26	550	20	229	3	39	1757	95/2990
Feb	57	15	2	20	462	18	163	5	44	1438	164/6153
Mar	69	7	10	26	591	19	144	7	53	1575	117/3059
Apr	68	10	10	18	436	24	197	4	56	1618	64/1350
May	69	8	10	27	547	20	128	5	45	1357	51/2145
Jun	77	13	16	20	357	21	127	14	31	1631	41/1196
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
TOTAL	441	60	53	137	2942	122	988	38	265	8906	532/16893

2025 Miscellaneous Library Usage Statistics

Month	*Total materials added*	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Website Traffic
Jan	81	17	3	31	516	11	55	5	34	1662
Feb	62	5	4	17	331	12	73	8	23	1437
Mar	60	10	14	30	646	14	117	7	44	1535
Apr	63	11	34	27	634	13	122	5	49	1615
May	116	11	65	31	562	13	114	8	43	2699
Jun	71	21	20	21	439	11	93	24	38	1763
Jul	57	16	8	34	874	24	246	25	35	1917
Aug	44	10	6	5	166	9	572	20	33	1826
Sep	35	9	15	34	546	16	153	5	42	1470
Oct	88	20	25	27	640	26	468	5	45	1939
Nov	38	6	12	20	455	18	167	1	21	1439
Dec	28	7	4	19	598	20	162	11	32	1318
TOTAL	743	143	210	296	6407	187	2342	124	439	20620