

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

March 2, 2015

Present: Eric Stern, Susan Medeiros, Chris Thompson, Deb Merrick, Kathleen Matthews

Meeting was called to order at 6:07 pm.

Policy Update/Current Task: Eric completed a thorough review of all library policies. He transcribed them into a single Word document with minor adjustments to formatting and language and placed them in a single binder for easier reference and access. He will be updating the policies on the library website as well. Susan moved to re-adopt the policies as newly-formatted. Chris seconded. All voted in favor. The number and location of keys to the building was discussed with the result that it was decided that an inventory of keys should be done and a list of key-holders kept in the office. Chris does not have a key. Susan will contact Rhoda to locate the key for the third trustee and to inquire if she knows of other people who might have been given a key in the past. A Security & Safety Policy will be addressed at the next meeting; subsequent policies to be reviewed, in order of priority, are the Collections Policy, the Meeting Room Policy, and the Raffle/Fundraiser Policy.

Secretary's Report: The minutes of the January meeting were read (there was no February meeting). Susan moved to accept the report. Chris seconded the motion. All voted in favor.

Treasurer's Report: The monthly financial report was reviewed via cell phone as a PDF because a paper copy was not available on time for the meeting. There were no issues, questions, or concerns. Kathleen moved to file the report. Susan seconded. All voted in favor. Chris reported that the library bank accounts are now on-line so all future banking transactions will be done by computer. The status of any and all accounts can be reviewed as Read Only documents by those authorized to do so. Toward the goal of stream-lining all aspects of the library's finances, it was decided that the Treasurer should now assume the responsibility for all check-writing with the Chair serving as the second check-writer if needed. Chris will talk to Janet about obtaining the checks and about having her continue to submit budget reports for our monthly meetings.

Library Director's Report:

Circulation: Winter weather had a definite impact on Circulation in February, but given the number of closures, delays, and poor travel days that have occurred so far in 2015, the library has fared well. The gate counts for both January and February have been strong and consistent, although Sundays have been on the slow side and may require re-examination in the future.

Programs: Despite the stormy weather on February 18th which limited the number of attendees, Paul Carroll, an Irish Balladeer, presented a very well-received program that was co-sponsored by the Friends of the Library. Eric would like to arrange for Paul to return another time when the weather is more cooperative. On Saturday, February 28th, the Teen Advisory Group hosted the movie, "The Giver." Each month they will host a movie that is derived from or connected to books, plays, and so forth. The third Story Hour session concluded on February 19th. There were 87 attendees in January and 90 in February, despite the cold, snowy weather! The fourth Story Hour session begins March 10th. Lego and Craft Days continue as scheduled. Carrie Bounds organized and ran several well-appreciated School Vacation Week programs that included: Family Story Time, Indoor Mini-Golf, and a matinee movie "Alexander and the Terrible, Horrible, No Good, Very Bad Day." The Recreation Department also brought vacation week campers to the library for a morning story time.

Upcoming Programs: Another Friends' co-sponsored music event, The Fiddling Thomsons, will be offered on March 4th and a Conservation Commission program entitled "Who's In Your Backyard?" will take place on March 18th. On May 13th, a WWII program co-sponsored with the Nottingham Historical Society will be presented at 6:30. Marina Kirsch, author of the memoir, Flight of

Remembrance, will talk about her family's experience in Germany during the war. Our two applications to the NH Humanities Council were approved for programs that will occur in September and October.

Technology: Dick Blouin has continued with improvements to the library PC's. He upgraded the Director's and Circulation Desk PCs and eliminated Windows Vista in the process, for which the staff is grateful. The Director's PC now includes Microsoft Publisher which will allow the design and creation of more attractive materials and signage. The rack for the router/switch was replaced in the Meeting Room closet, which will make the networking of computers easier in the future.

Staffing: Eric will meet with Chris Sterndale this week to discuss the necessary steps to re-allocate staff after Pat Vachon's retirement in May. He would like to increase the hours of 3-4 staff members to compensate for the larger number of hours that Pat worked. This would entail adjusting pay rates but Eric is confident that any and all changes can be made within the frameworks of both Pat's position and pay scale.

Collection: The time-consuming but necessary deselection of the Adult Fiction collection continues and will be on-going; in most cases, books are being passed along to the Friends of the Library for their May book sale. Once this segment of the de-selection process is completed, the staff will move on to the Young Adult and Adult Nonfiction collections. Eric would like to acquire a one-year license for the on-line reference database "Credo Reference" to dramatically improve the reference offerings to teens and adults. No other library of our size currently has this kind of license but Eric was able to negotiate a new pricing tier specifically for our use. Although pricey, this license will provide patrons with access to 130 vetted reference sources that can be cited for use in academic work. The Board unanimously endorsed the concept and approved the expenditure, which will be taken from the Materials Line.

Building & Maintenance: Al Vachon has done a remarkable job of keeping-up with snow and ice removal throughout this storm-heavy winter. In addition to the tremendous amount of walk-way maintenance that's been required, he has had to consistently shovel paths to the propane tank, rake the roof and keep up with his usual responsibilities such as attending to the water softener and doing trash removal. Al will be hard to replace when he retires in May, not only for his conscientious attention to the job for which he is paid, but also for the tremendous number of hours he's volunteered to address other tasks and undertakings inside and outside the building. There was discussion about the need to find a replacement and the possibility of asking the Town to allow us to combine the winter and summer maintenance (i.e., lawn-mowing) jobs into one position under the supervision of the Library Director and Board of Trustees. Chris Sterndale has stopped by twice to inspect the roof and has noted that it is in better shape than other town buildings. The ice dams at the front are considerable, however, so Eric is diligently monitoring these in case action is required. The Meeting Room continues to be a work-in-progress. There is a slight leak in the closet which Eric is attending to and hopes to soon repair; there may also be a mold/mildew problem that will require future inspection and intervention. The alarm and boiler both seem to be properly functioning since the events of December. It has been made clear that we will be required to have two invoices this year — one for Alarm Systems Plus and one for Omni Monitoring.

Landscape Committee Report: The annual High Mowing Seeds Fundraiser is officially underway. The other annual spring fundraiser, pre-ordering locally-grown plants, will be ready to launch this week. Kathleen is also exploring the possibility of doing a plant sale in May to coordinate either with Mother's Day or the WWII program being offered by the Library and Historical Society. All funds raised this year will be used for the War Memorial Garden and landscape signage.

Old Business: The postponed trustees work session will be held on April 13th after the regular monthly meeting.

New Business: The annual NHLTA Conference will be in Concord on May 18th. It was learned that Chris has not been receiving NHLTA news and information. Eric will investigate and make certain his name is listed as a trustee so he will receive future notifications. There are several Monthly Tasks that cannot be completed until after Town Meeting on March 14th as the 2015 budget must be approved in order to do so. All others have been done with the exception of the lift inspection and load test which Eric will be certain to schedule. On the topic of accepting donations it was decided that at future board meetings Eric

will present the specific donations that have been received that month and state what, if any, stipulations might be attached to these. Susan moved to accept all donations. Deb seconded. All voted in favor. **Meeting adjourned** at 7:56 pm. The board then met with Eric in closed session to discuss his first performance review.

Next Meeting: Monday, April 13th at 6:00 pm.

Respectfully submitted,
Kathleen Matthews, Secretary