

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEE MEETING

May 20, 2015

**Present:** Eric Stern, Susan Medeiros, Chris Thompson, Laura Cottrell, Allison Friend-Gray, Debbie Merrick

Meeting was called to order at 5:05 pm

**Guest Attendees:** Chris Sterndale, the town administrator, and Mary Crockett and Wendy Roberts, representing the Friends of the Library were in attendance to discuss the maintenance of the library grounds. Mary and Wendy shared that The Friends of the Library would be interested in helping to develop the back of the library for children and adult programs. A specific design was not discussed but everyone agreed it would be a well used addition. Gary Anderson, a local contractor will be inspecting the roof for damage after an ice dam caused a leak this winter. If the roof needs to be repaired or replaced, a warrant article would need to be voted on by the town as it is a capital improvement. Chris Thompson expressed his concern over the future fiscal responsibility pertaining to maintaining landscaping. Everyone agreed that beautification of the library grounds is important but due to a limited budget, it should be reasonable to maintain. Poison ivy was discussed and the consensus is that as long as it is kept out of the mowed part of the yard, it would be safe for patrons to use the grounds. The community center has the same issue and everyone feels that the cost of trying to eradicate it is too costly. The Friends offered their support with a Spring and Fall clean up of the library grounds. This has been added to our monthly tasks for April and October. After a discussion of the condition of the grounds, the following items will be added to our capital improvement plan:

- Cutting or trimming trees. Chris Sterndale will see if the town road crew can help with this.
- Paving and repainting the parking lot.
- Repairing or replacing the roof.
- Repairing the front walkway so that it drains properly.
- Repairing and maintaining the War Memorial.

**Policy Update/Current Task:** All policies and tasks were postponed until the next meeting due to our guest and the time spent discussing the library grounds.

**Secretary's Report:** The minutes of the April meeting were reviewed. Laura moved to accept the report. Chris seconded the motion. All voted in favor.

**Treasurer's Report:** The debit card has been updated to \$1000. Janet and Chris have been in close contact regarding all transactions. Janet and Eric now have read-only access to the the bank accounts. A financial report was not received by the time of tonight's meeting. However, Chris reported that there were no issues, questions or concerns.

**Library Director's Report:** Susan motioned to add the director's report into the minutes. Chris seconded. All voted in favor. Chris suggested two changes to the circulation report. He suggested a Total column in circulation similar to statistics and adding Credo usage to the report.

Circulation & Usage Statistics

o April 2015 circulations outpaced April 2014's circulations by 145 circulations (essentially, 1 day's-worth of circulations). Downloadables accounted for approx. 13.6% of the library's total circulations in April, which is a significant percentage. The library gate count was 2636, the highest of 2015 (perhaps not a coincidence that the weather was vastly improved!) If recent years are any indicator, I would expect May's circulation numbers to drop somewhat from April. It will be interesting to monitor the change in gate count as well from April to May.

### Programming

o Adult – Writer's Night Out with Jim Kelly and Becky Rule on 4/15 – the first of 2 which will be held in 2015 (the second in Northwood in the fall), was a success, attracting 13 local writers. Traditional Celtic Music on 4/22 was similarly successful, with 17 attendees. Jean Zipke's program on writing personal histories continued throughout the month, concluding on April 30th, with a total April attendance of 24. The Senior Luncheon held on April 15th had 15 attendees. The Friends of the Library Book Sale was held the weekend of May 8th and 9th. In May, only 1 adult program was scheduled, co-sponsored by the Historical Society, held across the street at the Old Town Hall on May 13th. Local Author Marina Kirsch discussed her book, Flight of Remembrance, a WWII memoir told from the perspective of her German parents. As noted at the last meeting, there will be a small break in programming from late May - June as Eric will be out for approximately 2 weeks when his daughter is born.

o Teen – Mary Irons met with the Teen Advisory Group on May 2 for a showing of Marvel's 'The Avengers'. There was discussion about the Summer Reading program, as well as future movie events.

o Children's – The 4th storyhour session concluded on April 16th, and the fifth and final session (until the fall) began on April 28th. Story hour attendance was extremely strong in March and April, totaling 103 in March, and 100 in April. April vacation week saw several programs offered for children. In May, in addition to regular programs (Lego Sunday, PJ Story time, Book Munchers Book Club) Ms. Amy has a Watercolors craft activity scheduled for Wednesday May 27th. Also, we have spoken with Rec Director Janet Horvath regarding Friday Campers, and it has been agreed that no checkouts will occur the days campers are in the library, allowing Carrie Bounds to be the only library staff person – in concert with Janet and/or camp counselors – in the building. There will be 1 card used for the Rec Department that the Rec Center will use to check-out materials, and at the end of the season, the library will send the Rec Department a report of all missing materials.

### Technology

o The last Vista PC has been replaced with the former children's PC, which Dick Blouin erased and reformatted with Windows 8. Once again, thank you, Dick Blouin!

o Microfilms – These have been digitized, and the plan is to get these scans up on the library website as soon as time allows.

Landscaping/Building Maintenance – Eric met with Chris Sterndale shortly after the last trustees meeting re grounds maintenance/building issues, and it was suggested that the library get feedback from all parties interested in the library grounds moving forward. Chris agreed to participate in the conversation at the next Trustees Meeting, and will also address maintenance of the library roof. Eric consulted with the Friends of the Library at their April meeting, and they also expressed interest in joining the discussion. To accommodate everyone who would like to participate, the Board of Trustees agreed to move the meeting date from 5/18 to 5/20.

### Banking/Financials

o Nothing unusual to report with Banking/Financials.

Staffing – Pat Vachon’s last day was May 7th, and Allison Forte commenced duties as Assistant Director immediately thereafter. Leanne Gast and Annette Lombardo are now regularly-scheduled Library Assistants, and Wendy Carlson and Cheyanne Thompson are now Per Diem Library Aides, providing flexibility with scheduling.

Trustees – All alternate trustees have been sworn-in for 2015.

Collection – The YA collection has been evaluated, and certain books de-selected. Also, review of Nonfiction has begun, but will be an ongoing process for several months. To ensure timely arrival at the library, Eric traveled to Concord to collect the 2 new children’s bookshelves ordered through the NH State Prison Woodshop. These shelves provide a lot of additional space in children’s, and should be the last children’s shelves purchased for many years.

Meeting Room –After removing the last remnants of the Friends of the Library Book Sale, the meeting room will likely be de-cluttered and contents moved to the storage room across the street in the Old Town Hall.

Maintenance

o HVAC – The boiler room leak is scheduled to be repaired by week’s end.

o Temperature sensors – These will be re-evaluated as we move into warmer weather.

o Snow Damage to Roof– The Town will be inspecting the library roof for damage sometime in the near future.

Policies and procedures – The Circulation, Internet, Meeting Room, and Bulletin Board policies have all been updated per instruction at the last meeting.

Budget

o Nothing unusual to report with regards to the current budget.

**New Business:** Susan and Chris completed the annual applications for membership to the NHLTA. Eric will submit these with the dues. It was discussed later in the meeting after Chris Sterndale had left that the library will be hosting a program at the Old Town Hall in July that will require a usable handicap ramp. There is concern that the current ramp will need repair before the program in July. Eric will contact Chris Sterndale regarding this repair.

Meeting adjourned at 6:26 pm.

Next meeting: Monday June 29, 2015 at 6:00 pm

Respectfully submitted,  
Susan Medeiros, Chair