

MINUTES OF BLAISDEL MEMORIAL LIBRARY TRUSTEES MEETING

October 6, 2014

Present: Eric Stern, Susan Medeiros, Deb Merrick, Pat Vachon

Meeting was called to order at 5:35

Policy Update/Current Task: All policies will be tabled until after the budget is completed. Chris Thompson will need to be involved with the Technology Policy with Eric. The other policies that will be looked at are Security, Safety and Weapons Policy, Art Policy, Meeting Room Policy, Lending of Equipment (Telescope) Policy and Raffle/Fundraiser Policy (third parties).

Current Task was Eric to become a notary. His paperwork is pending and he is waiting for the next quarterly meeting to have it approved and receive his stamp.

Secretary's Report: The minutes of the September meeting were read. Susan moved to accept the report, Pat seconded the motion. All voted in favor.

Treasurer's Report: Chris was not present at the meeting. Eric handed out copies of the report from the bookkeeper and it was reviewed by all. Eric and Janet have reconciled most of the line items and are still checking on a couple of them. Susan moved to accept the report, Pat seconded the motion. All voted in favor.

Library Director's Report:

- **Circulation** – Statistics continue to be lower, which could be attributed to the economy rebounding – the numbers are similar to 2008/2009, before the economic downturn. Also, September's numbers are predictably down from August. Historically, September has been a somewhat lower month, with school starting and summer read finished.
- **Programming** – We have booked 3 adult programs that will run in October and November. 10/13 – The Eastern Coyote in NE with Christine Schadler; 10/28 – 12/2 – Writing Personal Histories with Prof. Jean Zipke; 11/19 – Discovering New England Stone Walls with Kevin Gardner (sponsored in part by the Friends). The Teen Advisory Group met on 9/28 and discussed activities & programs for October, November & December. They are scheduled to meet again in October. Amy and Robin continue to be very busy in Children's... first session of story hour is in full-swing, running every Tues-Thurs. The first session concludes the week of 10/20. Amy added an afternoon story hour on Thursdays. Drop-in PJ Storytime continues the first Wednesday of each month. Craft day continues the second Wednesday of each month. Lego Day continues the third Sunday of every month. Amy is also in the process of investigating programming on astronomy which would highlight the new telescope that was received from the NH Astronomical Society on 9/27.
- **Banking/Financials**
 - The bank has expressed concerns about the Farmers Market account. We can't provide any documentation to waive the fees, because the market is not a 501(c)3. Eric questioned the sense of continuing to maintain a bank account for the market. They do not collect enough money to warrant paying a \$10/month bank fee, and

the best option is for the market itself to handle its own financials. Susan will talk with Brieghan Gardner and their money will be given to the Farmer's Market to handle themselves.

- Updating signors on accounts – at present, only Susan and Chris are authorized signors on the library accounts. When Kathleen returns from vacation, if she is needed on the accounts, we will have to repeat the process we just did. Eric will be added to the debit account this week, once the paperwork is officially accepted.
- Janet's monthly summary & Rhoda's spreadsheets are being reviewed by Eric. He is having Janet move some of the items on her summary, and will likely be shifting some expenses on Rhoda's spreadsheet. A work session going through just landscaping items with Janet will hopefully happen before the November meeting.
- Eric has implemented a new system for filing expenses and financials. Janet has requested that Eric or the treasurer assume full responsibility for depositing all monies the library takes in, and Eric will take charge of it.
- **Lee Gilman & Associates** – Received quote on 10/1 for work that could commence as early as next week, if we want to proceed. We will use the last of our budget to retreat for the poison ivy/bittersweet only. Eric will confirm with the town that they will be paying for the work near the dirt parking lot.
- **Cleaning** – Gina has requested, and the board has approved, additional time for the cleaner to polish floors.
- **Website update** – This has temporarily been put on hold until we can remedy our internal internet issues.
- **The state of the collection** – No de-selection has occurred yet, but likely by the next trustees meeting, things will have changed.
- **Technology** – Chris, Dick and Eric have spent approximately 20 hours combined working on technology issues for the library since the last trustee meeting. It has been decided that initially, we are going to focus on improving the library's internet and wireless capabilities, rather than obtaining more computers. The PC in the children's room has been fully networked and now can print and surf the internet, with appropriate filters. The concerns that kept that computer from having internet access are no longer applicable, as Amy and Robin are present downstairs for the majority of the week.
- **Alarm** – Must update the Trustees with the alarm company to Susan. Eric will take charge of this.
- **Book Discussion Groups** – These groups resumed in the past month, with Dianne Wright now leading the afternoon book group in Nottingham, and Eric (with Donna) leading the evening book group that alternates between Northwood and Nottingham.
- **Library space** – The designated card catalog computer is going to be moved to the stacks.
- **Policies and procedures** – For future meetings, we will address the meeting room policy; lending policy (library cards)/telescope policy; and raffles in the library – it was agreed that regarding the latter, they should not be run by library personnel if they are not done for the library specifically.

Landscape Committee: Kathleen is on vacation so no report other than the information from Eric regarding Lee Gilman & Associates.

Old Business: Updating bank accounts was discussed in regard to the Farmer's Market above. Updating the State Library and NHLTA of new trustees has been done.

New Business:

Changing the board from 3 to 5: Susan will receive information from Eric regarding steps to increase board members before going to the Selectmen's meeting 10/20 at 6:00 pm.

Went through each line item of the budget for next year. Eric will work on combining some of the line items to streamline the budget. Combine books, magazines, newspapers and movies into one line item, Continuing Education with Professional Dues, and maintenance with repairs – equipment are all possible combinations. Chris Sterndale wants to meet with Eric regarding the budget before we bring it to the Selectmen in November and then it will go to the Budget Committee.

Update Monthly Tasks:

- Furnace filters need to be changed this month. Eric will check to see if that is done at the same time as the annual service.
- Pat will remind Al that the gutters need to be cleaned this month.
- Money to deposit has been done already
- Survey a typical week Oct. 19-25. Eric is going to investigate purchasing an electronic door counter.
- Recognizing the library Volunteers with a pie social. Tentative date of Nov. 9 at 4:00. Susan will send out an email to check the date with others. Pat will gather up a list of the volunteers and will check with Kathleen on the landscaping volunteers.

Next Meeting: Monday, November 3rd at 6:00 pm

Meeting adjourned at 7:39 pm

Respectfully submitted,

Deb Merrick