

## **Blaisdell Memorial Library Board of Trustees Meeting**

**December 1, 2014**

**Present:** Eric Stern, Susan Medeiros, Chris Thompson, Pat Vachon, Deb Merrick

**Meeting** was called to order at 6:08 pm

**Policy Update/Current Task:** Lending of Telescope Policy was distributed, read and discussed. Susan moved to accept the policy, Chris seconded the motion. All voted in favor.

**Secretary's Report:** The minutes of November meeting were read. Susan moved to accept the report. Pat seconded the motion. All voted in favor with Deb abstaining due to not being at the November meeting.

**Treasurer's report:** Due to timing of the snow storm the Farmers Market account was not closed. Plans are to close it prior to the next Trustee's meeting.

Eric is planning on purchasing books, DVDs and audio books with monies from the fines account before year's end.

### **Director's report:**

- We have the first monthly tally of the gate counter: 2321 visitors in November.
- Predictable circulations with numbers down for the month of November.
- Writing Personal Histories program with Prof. Jean Zipke is going well and has been extended one week until 12/9.
- Discovering NE Stone Walls with Kevin Gardner filled the meeting room to capacity.
- Book clubs continue with Dianne Wright facilitating Nottingham's afternoon book club.
- In the process of scheduling an ACA seminar in mid-January, and Irish music event for late February.
- Teen Advisory Group met on 11/30 and there will be a Gingerbread House event 12/14. Starting in 2015, a monthly book-to-movie translation will be shown.
- 2<sup>nd</sup> story hour session runs until 12/18 and drop in PJ story time, along with craft day and LEGO day continues once each month.
- "Cookies!" a decorate your own cookie event, will be held on 12/24
- Tonight at 7, holding an informal program for instructing patrons on the usage of the telescope.
- 7 wireless adapters and 3 "new" refurbished Dell PCs with Windows 7 Pro were purchased and were being installed 12/1.
- A 42" LED television for the meeting room was ordered and will be mounted on the wall.
- A P-Touch label maker was ordered
- All banking accounts are in order
- Asking the town to increase the Children's Librarian's hours by 5/week and add an additional 36 hours of substitute coverage in 2015.
- Still waiting on the staff salaries for the budget from the Town. Eric will follow-up.

- Eric would like to close at 8:30 pm instead of 9:00 due to lack of usage at that time, and the Trustees agreed. No vote was required by the Trustees. Eric will inform the public shortly that new hours will commence in 2015.
- YA has spread to where new materials once were and new materials have relocated to the front of the library. Audio books shifted and children's DVDs moved down to the children's area
- Clean up continues in the meeting room. Keeping only the amount of chairs as the limit of number of people in that room. Items have been given away, recycled or relocated.
- Susan mentioned she noticed a musty smell and asked that the room be checked for mold. Deb suggested that if mold is present then after it is cleaned we get a dehumidifier for that room.
- The alarm system is up to date with the correct contacts on the list.
- It was brought to Eric's attention that the library is being used during non-business hours. Susan will contact the person using it to be sure that it is used only for town business such as preparing the town newsletter.
- Meeting with the Selectmen regarding the budget was favorable. Salary figures were not addressed.
- Meeting with the Budget Committee will be on 12/11. Eric, Susan and Chris will attend. Staff salaries will be addressed at this meeting.

#### **Committee Report:**

- January 11, 2015 at 4:30 will be the staff holiday party.
- A thank you gift will be purchased for Janet Hall.
- The freezer will be thawed and cleaned in the meeting room.
- Susan will prepare the report for dispersement of funds. Chris will help with that report.
- Susan will check on the annual report to the Attorney General for the CD account.
- Susan will prepare an end of the year summary for the Selectmen.
- All donations were accepted.

**Next Meeting:** Monday, January 12, 2015 at 6:00

**Meeting adjourned** at 7:18 pm

Respectfully submitted

Deb Merrick