

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

September 8, 2014

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

Meeting was called to order at 5:38 p.m.

Policy Update/Current Task: Eric and Chris are in the process of reviewing the Technology Policy, assessing equipment, and determining the more immediate needs for updates and replacements. They anticipate completing this process within another month but have already identified several concerns including the need for additional outlets and points of access to electrical power and the need to purchase a computer for the Children's Librarian. They have fixed some access issues and are compiling a list of short and long-term technology goals and projected costs. Once the Technology Policy and Plan is complete, the Safety and Security Policy will be addressed, followed by the Art Policy.

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

Treasurer's Report: Eric is updating and consolidating the existing spreadsheets in order to streamline the recording, monitoring, and reporting of expenditures. Pat reported that Rhoda never received the ledger from Janet so she was unable to do a final review of this year's expenditures before her retirement. Eric and Chris will try to arrange a meeting with Janet to discuss the bookkeeping process. Questions were raised about the over-ages in the Furniture, Miscellaneous, Professional Dues lines; it seems likely that, once again, expenses may have been put in the wrong category. Eric will investigate this with Janet when they meet. An unanticipated expense this year was the considerable cost of the many background checks that needed to be done due to attrition and the addition of new staff and trustees. This cost needs to be factored into the 2015 budget as there will be staff and, potentially, trustee changes next year as well. Susan moved to file the report. Pat seconded. All voted in favor.

Library Director's Report: Circulation for August continued to show similar trends to the prior months with one significant exception: the number of new patrons was not only the largest this year but also showed the biggest increase ever. Eric proposed that new processes and methods other than the compilation of circulation statistics be set into place in order to more accurately measure how and when the library is being used each month as well as across the entire year. One specific recommendation — the purchase of a gate-counter — would be more efficient and would eliminate the need for the staff to spend time on the less informative Typical Week inventories they currently conduct twice a year. Regarding other matters, Eric reported on the following: Currently, there is no Public Notary at the library. Eric's application has been submitted to the State but until he's official, patrons will need to go to the Town Office to have their documents notarized. The library website is being redesigned to make it more accessible to mobile devices and will soon be ready to launch. Eric is reorganizing the office and filing system and has begun the process of weeding the fiction and young adult collections. He will soon be targeting the nonfiction collection with particular emphasis on updating the reference section. Eric proposed and received approval to relocate the catalog computer so that it is disconnected from the public-use computers. This should help make it clear to patrons which machines they may and may not use. All agreed there should be more consistent enforcement of library policies, particularly in regards to patron use of equipment; also, that any patron who repeatedly disregards these policies and/or is disrespectful to the staff's enforcement of the same would be given a warning and then have his/her library privileges suspended if the behaviors continued. Eric is in the process of scheduling a program about Coyotes for next month. Story Hour begins in the middle of the month, this time with both morning and afternoon sessions. Amy is hosting two special children's events in September: Fairy Houses on Sunday, the 14th and a Lego Sunday on the 21st.

Landscape Committee Report: The installation of the "Rhoda Capron Commemorative Garden" is complete, thanks to the many donations that were received in tribute to Rhoda. The farewell reception for Rhoda and the surprise dedication of the garden were a great success. Recently Kathleen toured the library grounds with Eric and Chris Sterndale to show them what land-care work had been done and what issues and concerns still needed to be

addressed. She has contacted Lee Gilman, who did the tree-felling and invasive plant treatments this past year, to request cost estimates for spraying in late September and in the spring and fall of 2015. Chris will see if he can find the money to pay for these important follow-up treatments. One outcome of the meeting was the possibility of allowing the library to hire its own person to do the mowing. Michelle Fischer, the landscaper, will return later in the fall to do a substantial pruning of the existing trees and shrubs in the front walkway garden. The next specific landscape project will be the refurbishing of the Memorial Garden; which, hopefully, will occur next spring. There remains a significant amount of brush-cutting and cutting of small trees that needs to be done so Kathleen will continue to research costs and the potential for volunteers to do at least some of the work. The committee will also undergo a re-organization later this fall with its primary goals being the generation of a set of maintenance guidelines and installing signage to educate the public about integrated landscapes and specific native species.

Old Business: Susan spoke with Chris Sterndale about the parking lot. He sent someone to fill in the collapsed section but felt the re-striping should remain on hold for now. The situation with the bank regarding the fees on the Farmers' Market account is still unresolved. A question was raised about the feasibility of continuing the market, especially as a responsibility of the Board of Trustees. The issue was tabled for now but needs to be discussed in the future, perhaps before the next market season begins.

New Business: Susan talked to Chris Sterndale about our desire to submit a 2015 warrant article to increase the number of trustees from three to five. He suggested meeting with the Board of Selectmen, perhaps at their next meeting on October 6th. Susan will try to arrange for the library to be on their agenda. As the new trustee and Treasurer, Chris still needs to be added as a signer to all bank accounts. Eric, Kathleen, and Chris will meet with the bank manager to make certain everything is updated with the bank and to address the Farmers' Market account issues. Most Monthly Tasks have been completed or are in the process of being done. Eric will contact Epping Well & Pump to find out if they flushed the system when they did their recent work; if not, he'll make an appointment to have this done. The quarterly ledger from the Town Office needs to be reviewed to make certain salary expenditures are on target. Susan moved to accept all donations. Chris seconded the motion. All voted in favor.

Next Meeting: Monday, October 6th at 5:30 p.m.

Meeting adjourned at 6:55 p.m.

Respectfully submitted,
Kathleen Matthews