

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

July 14, 2022

Present: Liz Bolton, Allison Friend-Gray, Jim Kelly, Lorraine Petrini, Jen Phillips, Karyn Quinn.

The meeting was called to order at 6:33pm.

Policy Updating/Current Task:

- We expect that the repairs to the lift, will start sometime in September.
- Several library policies were discussed and approved.
 - Allison moved and Lorraine seconded the following non-smoking policy: “The Blaisdell Memorial Library is a smoke-free environment. No smoking or vaping is permitted inside the library, or within 25 feet of an entrance. This policy applies to all persons on library grounds, including but not limited to: employees, patrons, vendors and visitors to the library.” All voted in favor.
 - Jim moved and Lorraine seconded an amended electronic payment policy as follows: “The Blaisdell Memorial Library is authorized to accept electronic payment for, but not limited to, replacement costs, fines, donations, and associated fees assessed for the use of library equipment such as, but not limited to, copies and faxing services, provided the following criteria are met:
 - 1) The online payment system must be an approved and/or authorized to work with the library’s bank account(s); and
 - 2) Fees associated with the online payment system must not be so onerous as to negate the ease-of-use, logic, or effectiveness of implementation of the payment system.

The Library Director is authorized to identify payment systems that meet the above criteria and present said systems to the Board of Trustees for consideration for use in the library. The Trustees, in conjunction with the Library Director, retain the discretion to implement a scale for accepting electronic payments, or to request patrons pay any merchant fees associated with the use of electronic payment processes, including credit cards or peer-to-peer payment programs (such as Zelle™).” All voted in favor.

- Allison moved and Jen seconded the following compensatory time off policy: “Blaisdell Memorial Library employees categorized as full-time employees are entitled to compensatory time off for Town-recognized holidays that fall on weekdays that the library is closed as part of its normal operating schedule. Such comp time must be used during the calendar year in which it was accrued. Use of comp time must not be disruptive to the normal business hours of the library. Unused holiday compensatory time is not eligible for payout upon separation from employment. The Town-recognized holidays are:
 - New Year’s Day (January 1)
 - Martin Luther King Day (3rd Monday of January)
 - President’s Day (3rd Monday of February)

- Memorial Day (Last Monday of May)
 - Independence Day (July 4)
 - Labor Day (1st Monday in September)
 - Columbus Day (2nd Monday of October)
 - Veterans' Day (November 11)
 - Thanksgiving Day (4th Thursday in November)
 - Thanksgiving Friday (the day after Thanksgiving)
 - Christmas Day (December 25th)
 - Note: All holidays will be observed on the day designated by the Select Board. All voted in favor.
- After some discussion we postponed drafting of an unattended child policy pending input from Liz and Julie.

Secretary's Report:

- The minutes of the June meeting were reviewed. Allison moved and Jen seconded that they be approved. All voted in favor.
- The minutes of the special CD meeting were reviewed. Allison moved and Lorraine seconded that they be approved. All voted in favor.

Treasurer's Report:

- The Treasurer's report was reviewed and all budget items were in order. Jim moved to accept the report and Allison seconded. All voted in favor

Library Director's Report:

- June was much busier than May; the gate count went up by 99% driven in part by the Friends' Book Sale.
- Children's programming finished the season with growing attendance. Plans are to offer story times every weekday this fall to meet the demand. The Summer Reading program has generated a lot of enthusiasm. Due to Carrie Bonds exceptional work, we have great prizes for SRP readers.
- The turnout for our animal oriented programs has been outstanding.
- We hope to explore lower cost programming and are budgeting to do more with less.
- Research continues into replacement of the library's printer.
- Both pages started at the end of June and are on flexible schedules of approximately 12-24 hours. Since they are working out well, we hope to schedule them on evenings and weekends when they go back to school in the fall.
- The library is now open from 10-3 on Saturdays and a Sunday reopening is tentatively planned for October.

Jim moved to ~~the~~ accept the Director's report and Kate seconded the motion. All voted in favor.

Old Business:

- Upcoming maintenance projects include power-washing the library and a visit from the exterminators. New caution tape will be applied to cracks on the sidewalk.
- We revisited the idea of adding a donation button on the ~~website~~ ~~website~~ using the Stripe company to process all contributions. The service cost will be 2.9% of each donation plus thirty cents per transaction.
- We will begin budget planning early given the change in the Town budget process.

New Business:

- Jim moved to accept any and all new donations and Jen seconded. All voted in favor.

Jim moved to adjourn, and the meeting ended at 7:25pm

The next meeting will be 6:30 on August 17, 2022.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY

January through June 2022

Accrual Basis

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	23,025	46,050	-23,025
Total Income	23,025	46,050	-23,025
Expense			
Alarm System	792	1,100	-308
Cleaning	4,624	9,800	-5,176
Furniture	0	500	-500
Library Automation	1,800	1,900	-100
Maintenance	220	2,500	-2,280
Materials	8,650	21,000	-12,350
Mileage	0	100	-100
Miscellaneous	156	500	-344
Museum Passes	930	1,000	-70
Postage	8	150	-142
Prof. Dues/Continuing Educ.	60	500	-440
Programming	617	2,000	-1,384
Repairs--Equipment	0	500	-500
Supplies	984	3,000	-2,016
Technology	285	1,500	-1,215
Total Expense	19,125	46,050	-26,925
Net Ordinary Income	3,900	0	3,900
Other Income/Expense			
Other Income			
Fines	471		
Donations	1,954		
Photocopier	505		
Interest Income (Savings)	75		
Total Other Income	3,005		
Other Expense			
Supplies paid w/copier funds	114		
Photocopier expense	699		
Total Other Expense	812		
Net Other Income	2,193		
Net Income	<u>6,093</u>	<u>0</u>	<u>6,093</u>

Director's Report 7.14.22

Circulation and Usage Statistics:

- June found the library much busier than May; the gate count went up by 99% to 3802 – a part of this was driven by the Friends' Book Sale from June 10 – 12.
- Circulation of print materials went up by 20%
- OverDrive had fewer circulations than May, but was still strong at 697
- Computer use remains consistent with many computer users simply needing access to a printer
- We added 19 new patron accounts in June
- More people are opting for the grab-n-go option again
- Patron museum pass usage was on an upward swing with 18 being used in June – the Bedrock Gardens pass alone was used 8 times in June
- Facebook Page viewed 174 times, posts reached 1677 people in past 28 days, likes: 684, +8 this month, 744 total followers.

Children's Programming:

Children's programming finished out the season with good numbers and growing attendance. We are hoping to offer story times every weekday this coming fall, as this is a sure way of getting people into the building and engaging them. Julie hopes to do story times on Tuesdays, Thursdays, and Fridays with Robin picking up the Lapsit storytime on Wednesdays.

- Miss Julie will still do story-times at both Nottingham Daycare sites during the summer months
 - The Summer Reading Program has generated lots of enthusiasm for all ages this year
 - There will be no reading logs for this year's SRP. All those participating will be asked to keep track of number of hours they read, and we will be making a paper chain with each link representing one hour. As it is the 300th Anniversary year, we are focusing on how many hours Nottingham can read as a community.
 - Both the BYG and Harry Potter RPG programs have many participants. The BYG created much of the downstairs ocean-themed decorations for this year's Summer Reading Program and we are more than grateful.
 - Due to Carrie Bounds exceptional work, we have tons of great prizes for SRP readers this year
- **Adult Programming:**
 - Book Groups – seeing consistent monthly attendance, adding new members
 - Friends of the Library meetings have become more popular
 - Game 'n Gab afternoon game club has a consistent following.

- Our second presentation of *Eat What You Love, Love What You Eat* by registered dietitian Diana Robinson from Hannaford had a somewhat disappointing attendance of only 5 on June 15.
- The Saturday, June 25, *New Hampshire Turtles* program sponsored by the Nottingham Conservation Commission had a turnout of 31. Live animal programs are always winners.
- We have several adult-themed programs planned for the SRP during both day and evening hours

Technology:

- Dick has been researching replacement printers for the HP that was installed in 2015 and is now starting to show its age. We have settled on a Canon printer that will be ordered from two different platforms to see which one comes in first. Due to current problems with shipping/supply chains and staffing shortages, we want to hedge our bets and order it now so we can possibly get it before the end of the year.

Banking/Financials: (As of 7.8.22)

- Operating: \$ 17242
- Debit: \$ 688
- Copier/Fines: \$ 4930
- Donations: \$ 8747

Staffing/Service:

- Both pages started work at the end of June. We have worked out a flexible schedule where they each get approximately 12 – 14 hours per week during the summer until they return to school. After that time, they will work Saturdays/Sundays and evenings
- We are scheduling the pages and adult volunteer on the days we have more SRP programming and traffic.
- Julie will be working Tuesdays, Thursdays, and Fridays during SRP. We may keep this schedule in place throughout the year as she has other duties on Wednesday mornings.
- We will be open on Saturdays from 10 – 3 from Saturday, July 9 through Saturday, September 24.
- Sunday reopening is tentatively planned for October 2. If both pages can continue through the fall and winter, we should have enough staff.

Collection:

- 96 items were added in June. We received several small orders and one large one. Shipping times are all over the place.
- We will be restarting the weeding process for the adult section soon in anticipation of the fall book sale.

- The Biography section was adjusted so that YA books are the only titles in the back corner. We hope to refurbish the YA section in the coming months.
- Two braille items were donated prior to the book sale, we have integrated these into the collection.
- We have some 'things' to put in the collection and are starting a small 'Library of Things' that should be available starting late summer or fall.

Policies and Procedures:

- The unattended children policy needs to be reviewed considering the planned afterschool bus drop-off of children directly at the library next school year. Julie believes that previously the bus had only allowed 10 children for library drop-off. This is our top manageable number.

Budget:

- We're planning the budget for next year with the eye towards doing more with less
- I've requested the name and contact information for our project manager at NSM – I know they have staffing issues, but we need a contact beyond the salesperson.
- We have received our second check from the Town and will be depositing it soon.
- At present, we're on track with budget.

Library Statistics Ending June 30, 2022

Month	Monthly Circulation (includes print & e-resources)																	
	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	2017 OD	Total 2018	2018 OD	2019 Total	2019 OD	2020 Total	2020 OD	2021 Total	2021 OD	2022 Total	2022 OD
Jan	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625	1978	693	2176	687
Feb	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568	2323	619	1754	657	2043	651
Mar	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558	2161	652	2460	757
Apr	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643	1868	651	2366	791
May	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693	1718	679	2063	730
Jun	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541	1156	642	2230	688	2482	697
Jul	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656	2871	685		
Aug	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651	2783	777		
Sep	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654	2656	671		
Oct	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629	2266	690		
Nov	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635	2176	721		
Dec	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562	2270	631	2330	653		
Total	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636	2679	8217	13590	4313

Monthly Gate Count

Month	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	Total 2022	Total 2023	Total 2024
Jan	N/A	1889	2203	2068	2240	2695	2648	557	1696		
Feb	N/A	1846	2128	2100	2375	2240	2121	515	1701		
Mar	N/A	2522	2981	2552	2649	2668	1248	619	2083		
Apr	N/A	2636	2638	2590	2374	2462	0	547	2243		
May	N/A	2776	3142	3207	2795	3137	0	555	1908		
Jun	N/A	2476	3198	3010	2653	2586	140	1568	3802		
Jul	N/A	3262	3477	2871	3226	3108	424	2163			
Aug	N/A	2936	3649	3211	3135	3150	482	2247			
Sep	N/A	3039	2827	2569	2658	2764	570	2043			
Oct	N/A	2660	2746	2936	2943	3120	623	2015			
Nov	2321	2667	2441	3330	2541	2381	455	1400			
Dec	2140	2375	2261	2377	2266	2021	564	1759			
Total	4461	31084	33691	32821	31855	32332	9275	15988	13433	0	0

Library Statistics Ending June 30, 2022
2022 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Ancestry searches	Website Traffic
Jan	45	10	4	17	123	5	29	2	48	61	1310
Feb	74	19	6	21	162	5	18	8	51	60	1432
Mar	126	11	4	20	199	5	39	9	50	2	1567
Apr	123	23	7	31	258	6	54	23	56	196	1343
May	18	4	16	23	223	6	47	10	49	153	1466
Jun	96	19	21	28	221	7	64	18	52	55	1574
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Total	482	86	58	140	1186	34	251	70	306	527	5692

2021 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Ancestry searches	Website Traffic
Jan	105	12	16	4	36	0	0	0	33	278	1602
Feb	86	8	22	2	51	3	96	0	40	347	1421
Mar	116	5	14	2	31	2	11	0	31	71	1245
Apr	132	4	2	3	88	2	7	1	35	62	1169
May	68	10	6	3	50	2	13	1	34	21	1104
Jun	110	9	4	3	41	3	14	4	43	11	1681
Jul	122	16	24	5	94	3	11	9	45	607	1868
Aug	80	13	21	6	92	2	5	5	38	185	1650
Sep	208	10	35	10	67	4	18	4	42	224	1154
Oct	127	13	22	14	75	4	34	3	46	112	1409
Nov	43	9	11	17	106	3	19	0	38	79	1255
Dec	104	6	9	20	138	5	32	5	32	42	1244
Total	1007	96	55	51	685	23	241	34	377	2039	16802