

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

August 17, 2022

**Present:** Liz Bolton, Allison Friend-Gray, Jim Kelly, Kate Knight-Dupuis, Lorraine Petrini, Jen Phillips, Karyn Quinn, Debbie Ricker.

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

### **Policy Updating/Current Task:**

- Liz has been periodically asking for a firm date for the installation of the new lift and will inquire again, emphasizing upcoming deadlines.
  - Liz and Julie drew up an unattended children policy which was discussed. Jim moved and Kate seconded that following policy be adopted:
    - “Blaisdell Memorial Library welcomes and encourages all children to use and enjoy its facilities, programs, and services. However, Library staff members do not serve in loco parentis for children in the library and parents/caregivers are strongly urged to accompany their children into the library to better monitor their activities. To provide the most equitable service to all parents and children, children under 10 years of age must be accompanied and directly supervised by a parent or responsible caregiver who assumes full accountability for the child’s safety and behavior while in the library. “Directly supervised” means the child and caregiver must be able to always observe one another, unless a child is participating in a Library-provided program. In a case such as this, the caregiver is expected to remain on library grounds and to rejoin the child immediately following the program. Preschool children must be accompanied by a responsible adult at all times. Children 10 and older may use the library unaccompanied by a responsible adult, however, parents, guardians, and caregivers should be aware that the library is a public building open to all individuals from the community and beyond. Except for those children dropped off to attend specific programming activities via direct bus service from the Nottingham School, the library staff is not responsible for providing supervision and care for children. For safety purposes, no more than 8 unaccompanied children may be dropped off per program via direct bus service. Parents and guardians are responsible for the conduct of their children while the children are on library premises. Unattended children are expected to respect library staff, library property and other library patrons.”
- All voted in favor.

### **Secretary’s Report:**

- The minutes of the July meeting were reviewed. Jen proposed several amendments to correct typos.

Allison moved and Lorraine seconded that the amended minutes be approved. All voted in favor.

**Treasurer's Report:**

- There was no Treasurer's report.

**Library Director's Report:**

- After two years of low gate count due to COVID, July's count of 3056 was practically the same as the pre-COVID July, 2019 count of 3108. Circulation statistics confirm the increased usage of the library's service and we added thirty-six new patron accounts in July.
- The summer reading program has had strong numbers for most of the summer. We saw 544 children in July. Our teen program had an attendance of twenty five for one of the programs and lapsit story time and preschool story time had high attendance with more than sixty children at some or all of the events.
- Dick purchased a new Canon multipurpose printer and is in the process of installing it.
- We are looking to hire a per diem assistant.
- Julie will be working Tuesdays, Thursdays and Fridays during the school year

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

**Old Business:**

- After a final review, Jim moved and Allison seconded a motion to add a donation button to the 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 have begun budget planning early due to the change in the Town budget process.

**New Business:**

- The Board met with a candidate for the per diem position.
- We will ask Chris Sterndale to advertise a public hearing at the library at 6:30 on September 8 to accept a large donation.
- Jim moved to accept any and all new donations and Kate seconded. All voted in favor.

There will be no regular meeting in September. The next meeting will be 6:30 on October 12, 2022.

Jim moved to adjourn, and the meeting ended at 7:40pm

Respectfully submitted,  
Jim Kelly

## Director's Report 8.17.22

### Circulation and Usage Statistics:

- After two years of low gate count due to covid-19, this July we had a gate count of 3056 – very near the pre-pandemic July 2019 total of 3108.
- Circulation of print materials went up by 19%
- OverDrive circulations went up by 6% - to 744 – for July
- Computer use remained consistent
- We added **36** new patron accounts in July
- Grab-n-go remains popular
- Patron museum pass usage slipped slightly in July with 14 passes being used
- Facebook Page viewed 274 times, posts reached 1882 people in past 28 days, likes: 701, +8 this month, 752 total followers.

### Children's Programming:

The Summer Reading Program (SRP) has had good numbers for most of the summer. Miss Julie split out the different age groups by ocean themed names to better follow the theme of "Oceans of Possibilities". Plankton: birth – 3 years, Shrimp: 3 years – Kindergarten, Tuna: Kindergarten to 3<sup>rd</sup> grade, Squids: 4<sup>th</sup> grade and up, Stingrays: middle and high school age. This seemed to work well and there was some blending of ages, particularly on the younger and older ends.

- The kickoff event of Ladder, the Giant Inflatable Whale brought to us by the Blue Ocean Society, saw 68 child attendees go into the exhibit, with 22 younger siblings visiting the preschool stations set up by Miss Robin and Miss Julie.
  - We saw a total of 544 children during July. Of these, 220 were Park & Rec campers who visited the library on two days and Dan visited the camp twice for interactive events.
  - Our teen program "Cupcake War" on July 20 from 4 – 7pm had 25 teens drop by to decorate cupcakes. For the next three days, many library patrons viewed and voted on their choices for "Most Unique", and "Best Ocean Themed".
  - Our other teen program, Making Jewelry did not have as many attending, but was well-received by those who came.
  - Lapsit storytime and preschool story times saw high attendance in July with 60+ children going to some or all the events.
- **Adult Programming:**
    - Book Groups – generally see consistent attendance but are quieter during the summer months.
    - Friends of the Library are now meeting on a regular schedule
    - Game 'n Gab afternoon game club has four members.
    - Miss Julie and Miss Robin provided SRP programming for adults as well as children.

- Miss Robin's Watercolor painting class was well-attended
- Our SRP kickoff event for adults – 'An Evening of Good, Old-Fashioned Country Music' with musician Don Smith had twenty-two attendees.
- 'Cookies by Meg' with Nottingham's Megan Sebasco providing cookies, frosting, and encouragement for those wishing to learn the decorating process was one of our more popular programs
- Several adults found out more about Fermentation at Julie's morning and evening classes
- We are in contact with UNH to book some Master Gardeners to start a garden-themed series for adults in the fall

#### **Technology:**

- Dick has purchased and received a new Canon Fax/Printer/Scanner machine and we are in the process of installing it.

#### **Banking/Financials:** (As of 8.10.22)

- Operating: \$ 37273
- Debit: \$ 364
- Copier/Fines: \$ 5166
- Donations: \$ 8780

#### **Staffing/Service:**

- Pages will be going back to school mid to late August. They will remain on the schedule for weekends/evenings.
- We are looking to hire a per diem for Tuesday/Wednesday/Friday @10am – 4pm, hours would vary each day depending upon other staffing.
- Julie will be working Tuesdays, Thursdays, and Fridays during the school year. Programming for preschoolers will be available every morning with this new schedule
- We are seeing low attendance (>4 people) for the extra Saturday hour we are open this summer.

#### **Collection:**

- 95 items were added in June. Shipments aren't following any set schedule.
- We have started weeding adult fiction
- Shelf shifting after weeding is being done by the pages
- We hope to have our 'Library of Things' available sometime in the fall

#### **Policies and Procedures:**

- Liz has drafted a basic unattended children policy and sent off to the Trustees for vetting. It would be good to have a policy in place to follow for afterschool programming, for those children arriving by bus unaccompanied by an adult.

**Budget:**

- The budget process is ongoing – New Hampshire Downloadable Books budget is in a real snarl. A possible 20% increase is an added \$500.00 (for us). Such an increase would be necessary to maintain the current level of service. Most libraries are requesting as little an increase as possible. But 5%, 11%, and 20% have been floated.
- We've put in another inquiry to NSM to see if a firm date for installation is available.
- At present, we're on track with budget, and are starting to spend/encumber more of the available money as we head into the last part of the year.



**Library Statistics Ending July 31, 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	95	36	18	28	544	10	77	14	53	588	1923
Aug											
Sep											
Oct											
Nov											
Dec											
<b>Total</b>	<b>577</b>	<b>122</b>	<b>76</b>	<b>168</b>	<b>1730</b>	<b>44</b>	<b>328</b>	<b>84</b>	<b>359</b>	<b>1115</b>	<b>10615</b>

**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
<b>Total</b>	<b>1007</b>	<b>96</b>	<b>55</b>	<b>51</b>	<b>685</b>	<b>23</b>	<b>241</b>	<b>34</b>	<b>377</b>	<b>2039</b>	<b>16802</b>