

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of August 19, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on August 19, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, Sandra Hardy, Kelly Richey, Mary Burdett, Mike Tule and Chris Costantino were present at the meeting.

Others present:

Art Bryan, Library Director, and Deb Spratt, Reference Librarian, were also present.

Quorum:

The Chair noted that a quorum was present and called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES

Copies of the minutes for the last trustees meeting held on July 15, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously: VOTED: To approve the minutes of the July 15, 2003 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The Treasurer's report was distributed and discussed among the trustees. The trustees reviewed results as of July 15, 2003. They also reviewed the trust accounts and non-budget expenditures. The Library Expansion Fund will be an added line item to the Treasurer's Report.

DIRECTOR'S REPORT

Art Bryan gave the Library Director's report on the following items:

- *Circulation:* Circulation numbers through July 31, 2003 were 99,758, a 2.7% decrease for the same period from last year.
- *People count:* The number of people visiting the library for the period ending August 18, 2003 was 89,041. This is a 3.6% increase for the same period from last year. *GMILCS* is now providing accurate numbers.
- *Personnel:* The Board of Selectmen have decided that to be considered full-time an employee must work 35-40 hours. Working less than 35 hours will affect an employee's benefits. Two library employees work less than 35 hours.
- *Systems:* Computers have been down for the past two days due to a problem with the Verizon DSL circuits. "Scoping" has been identified by *GMILCS* as the cause of the continuing system

problems. This feature allows libraries to view their holdings only via the card catalog. Ironically, it was this functionality that persuaded *GMILCS* to purchase the system.

- *Facilities*: New shades have been installed in the Trustee room. Eleven new chairs have been purchased. Eight are being used in the Trustee room, two in tech services, and one in the children's librarian's office. Carpet replacement will begin on Monday, August 25. The trench drain in the entrance has been repaired...it should be replaced but the cost is prohibitive

- *Other*: The Trustees unanimously voted Deb Spratt as an alternate *GMILCS* representative. She will be able to vote at *GMILCS* meetings if Art is not present.

Tom Belt has started updating the *Death Records Index*. Art will provide the cost for this project. Deb is going to create a Trustee web page. Trustee names and Trustee email address will be included on the page. Minutes will be posted after approval.

OLD BUSINESS

- *91 Nashua Street*: Mark Davis is now agent and caretaker of the property. His compensation has not yet been determined. We do not have the second apartment rented yet.
- *2004 Budget*: Budget Committee has been established.
- *Internet Filtering*: No change or new news. A Chat Blocker has been installed to be tested on a couple of computers.
- *Acoustic Cafe*: The Acoustic Café web page has been updated.

NEW BUSINESS

- *CIP Progress*: We will let stand the recommendation of the CIP committee that the warrant article for the new building be placed on the ballot in 2008.

BUSINESS FOR NEXT MONTH

The Trustees should begin to think about essential services in light of the conservative political atmosphere.

There being no further business to come before the meeting, it was unanimously:

- *VOTED: To adjourn at 9:05 p.m.*

Kelly Richey, Substitute Secretary