

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of December 16, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on December 16, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

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

Others present:

Art Bryan, Library Director, and Deb Spratt, Head of Reference.

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 November 18, 2003 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the November 18, 2003 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of December 16, 2003. They also reviewed the trust accounts and non-budget expenditures.

DIRECTOR'S REPORT

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

- *Circulation:* Circulation numbers through the month of November were 152,651. This is down 3.6% for the same period from last year.
- *People count:* The number of people visiting the library through December 11, 2003 was 137,695. This is a 10% increase through the same period last year.
- *Personnel:* Staff holiday gift certificates were distributed.
- *Systems:* All staff machines have been upgraded. Every staff machine has 1 GB of memory. There have been 170,242 hits to the web page.
- *Facilities:* There was a leak over the circulation desk that was caused by blockage of drainage ducts of the roof.

- *Other: Patron Appreciation Day* will be held on December 17. The library closed December 7 due to snow storm. The facility was also closed on December 12 because of a major town water main break.

OLD BUSINESS

- *91 Nashua Street:* An electrician fixed a circuit affecting the kitchen in Apartment 2.
- *2004 Budget:* No update.
- *Building Planning:* The details of the survey on library needs will be discussed at the meeting in January, 2004. The Board discussed the possibility of hiring a fund raising consultant and a library building consultant.
- *Jane Fallon:* The Board discussed Ms. Fallon's email that was sent to the Board of Trustees on December 16, 2003. Her email was a response to the trustees' letter sent in November. The board's letter attempted to address Ms. Fallon's concerns about the operation of the Acoustic Café and the drafting of job descriptions for part-time employees.

BUSINESS FOR NEXT MONTH

- *Review the user's survey.*
- *Review the Town Personnel Policy.*

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