

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of February 17, 2004 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on February 17, 2004 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, 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 7:35 p.m.

**APPROVAL OF MINUTES**

Copies of the minutes for the last trustees meeting held on January 20, 2004 were circulated for approval.

Upon motion duly made and seconded, the vote was unanimously to approve the minutes of the January 20, 2004 meeting in the form presented at this meeting.

**TREASURER'S REPORT**

The trustees reviewed the library budget expenditures as of February 17, 2004. 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 January 2004 were 14,017. This is down 8% for the same period last year.
  - *People count:* The number of people visiting the library through February 17, 2004 was 20,343. This is a 24.9% increase through the same period last year.
  - *Personnel:* Joel Trafford, the new custodian, began work on February 17. His scheduled hours begin at 6:00am, Monday thru Friday. Joel is responsible for securing the building at closing time. Upon motion duly made and seconded, the vote was unanimous to ratify the hiring of Joel Trafford as Custodian for the Wadleigh Memorial Library.
- Art will be at the Public Library Association meeting in Seattle from February 24 – February 28.

- *Systems:* Two computers will need to be replaced due to system failure. The library's new contract with MV Communications will assure the library stable rates for broadband service through December of 2004.
- *Facilities:* Due to the age of the circuit breaker panel located in the circulation office, the panel must be replaced. Art is asking an electrician for a cost estimate. The Broad Oak tree service came to access the rotting tree next to an abutter's property. A cable has been placed to secure the tree. A letter has been sent to the abutter to inform him of the work.
- *Other:* The police came on Friday, February 13, 2004 to investigate the library alarm sounding after closing time. The building was found to be secure.

### **OLD BUSINESS**

- *Rental Property at 91 Nashua Street:* The damage inflicted by a leaking automatic fill valve has been repaired. The ceiling was redone in the tenant's bedroom; two light fixtures and the boiler controls were replaced. The only repair outstanding is the replacement of one of the radiators. Insurance should mitigate the cost of some of the repairs.
- *2004 Budget:* As of February 17, 2004 the budget was intact.
- *Building Planning:* Deb Spratt submitted the library needs survey to the Trustees. The survey needs to be reformatted to allow for a proper mailing fold. The Trustees also asked for minor word changes. No decision has been made as to when the survey will be mailed to Milford residents.

### **BUSINESS FOR NEXT MONTH**

- *Staff Evaluations:* Art briefed the Trustees on the new town employee evaluation process. Art will send an electronic version of the town's personnel policy to the Trustees.
- *Other:* : The *New Hampshire Library Trustee Association* meeting will be on May 15, 2004. Sandra indicated that it was necessary to go into a nonpublic session. Art Bryan and Deb Spratt left the meeting at 8:45 pm. Upon motion duly made and seconded, the vote was unanimous to hold a nonpublic session of the meeting to discuss Art Bryan's performance evaluation, in accordance with New Hampshire RSA 91 – A: (3) (II) (a).  
*Nonpublic Session:* The nonpublic session was closed at 9:05 pm. Upon motion duly made and seconded, the vote was unanimous to seal the minutes for the nonpublic session.  
*Approval of Minutes:* The minutes approved for the January 20, 2004 meeting were reopened and re-approved with subsequent corrections.

There being no further business to come before the meeting, it was unanimously:  
**VOTED:** To adjourn at 9:45 p.m.

Kelly Richey, Substitute Secretary