

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of March 16, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on March 16, 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, Chris Costantino, and Sandra Hardy 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 February 17, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the February 17, 2004 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of March 16, 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 February 2004 were 28,496. This is down 3% for the same period last year.
- *People count:* The number of people visiting the library through through March 10, 2004 was 33,210. This is a 34% increase through the same period last year.
- *Personnel:* Art will be on vacation March 21-26. Phyllis will be out for surgery on March 18.

- *Systems:* The children's room computer has been replaced. Two new CPUs were purchased for backup.
- *Facilities:* Joel will be painting the large meeting room. The new CD browsers built by Giles Woodworking have been delivered.

- *Other:* The members of the Wadleigh Development Fund will be meeting on April 6 at 7:00pm. They would like to donate money to the library. The Trustees discussed using the donation to fund the 2004 children's summer reading program kick-off. The Trustees decided to fund the children's summer kick-off from the Trustees' account.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* The radiator still needs to be replaced. A building manager has not yet been hired. Art will begin to get proposals from management companies.
- *2004 Budget:* THE BUDGET PASSED!!!
- *Building Planning:* Art attended the Public Library Association meeting in Seattle in February. He considered it an excellent conference and spent much of his time attending programs dealing with building expansion and planning. Art also briefed the Trustees on a software program called *Libris DESIGN*. This software is designed to help users prepare a complete library building program. The software is free but the training is expensive. Sandra reformatted the library users' survey to enable easy folding of the one page document. Bert will get all the information from the Post Office about the cost of mailing. Once Deb gets all the information from Bert, she will find out about the timeline for getting the survey ready for mailing.

NEW BUSINESS:

- *Rules of Procedure:* Bill Drescher suggested that the Trustees have some simple rules of procedure to guide meetings. The Trustees adopted a procedure for accepting requests for appearances. The procedure is as follows:
A person wishing to communicate with the Wadleigh Memorial Library Board of Trustees should submit in writing their concerns and if desired request an appointment of the board's agenda. The Chair will acknowledge receipt of the request in writing. The standard appointment to address the Board is ten minutes. A request for an appointment should be received at least one week prior to the scheduled meeting. Appointments to address the Board are at the discretion of the Board of Trustees. It is the responsibility of the Chair to recognize a visitor. A simple majority may override the Chair's decision. If an appearance before the board is not desired, the Board will respond in writing within one week of the next scheduled meeting.
Upon motion duly made and seconded, the vote was five in favor and one opposed to adopt the procedure for accepting requests for appearances in the form presented in the minutes.
- *Election of Officers:*
 - Chair:* Sandra Hardy
 - Treasurer:* Mary Burdett
 - Secretary:* Kelly Richey
- *Patriot Act Program:* Art received a letter requesting the library co-sponsor a program on the Patriot Act. The trustees approve of the library co-sponsoring the program.
- *Software Purchase:* Art would like to lease a service called Library Insight. This program is suite of products designed to help manage reading programs, the booking of rooms and museum pass checkout. The Trustees approved spending \$2600 from the Fine Account to lease the Library Insight software.

The Chair indicated that it was necessary to go into a nonpublic session. Upon motion duly made and seconded,

the vote was unanimous to hold a nonpublic session of the meeting to discuss Bill Drescher's solution to the harassment of the Board of Trustees by disgruntled patrons, in accordance with New Hampshire RSA 91-A:3.

- *Nonpublic session:* The minutes of the nonpublic session are sealed. Upon motion duly made and seconded it was unanimously voted to exit the nonpublic session of the meeting in accordance with New Hampshire RSA 91-A:3.

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

VOTED: To adjourn at 9:50 p.m.

Kelly Richey, Substitute Secretary