

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of June 15, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on June 15, 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, Sandra Hardy and Kelly Richey 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 May 18, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the May 18, 2004 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of June 15, 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 June 1 were 71,243. This is a 2% decrease for the same period last year.
- *People count:* The number of people visiting the library through June 14, 2004 was 73,101. This is a 23% increase through the same period last year.
- *Personnel:* Jared Davidson, a page, will resign at the end of June. Art Bryan will be on vacation thru June 28, 2004.

- *Systems:* Library Insight is available for use by the public. The library now has wireless capability.
- *Facilities:* The front door of the original library building needs to be replaced. Art will solicit bids. Under consideration is whether to choose to preserve the aesthetics of the original building's architecture or to go for a more modern door. The cost of the circuit breaker

replacement was well within budget. The money will come out of the library budget's contractual services.

- *Other:* Fifty children signed up for the *Summer Reading Program* at the Summer Kick-off. New library card key tags have been ordered. Gently used book carts have been purchased in anticipation of moving books off the shelves during carpet replacement.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* The library does not yet have a property manager for 91 Nashua Street.
- *User Survey:* The library needs survey will be available for mailing on June 16, 2004.
- *Carpet Replacement:* The library received a bid of \$11,325.66 from Goedecke Carpeting to replace the carpet in the library. The carpet replacement will begin August 16, 2004. The library will be closed while the carpet is being replaced. The Trustees asked Art to explore the possibility of keeping the carpet in the Children's Room similar to the carpet in the rest of the library. Art will ask Goedecke for other samples.
- *Policy Review:* The Borrower Card/Circulation policy was reviewed and approved by the Trustees. The Confidentiality policy was reviewed and the amended policy was approved by the Trustees.
- *Proposed Investment Change:* The investment discussion was tabled until the July meeting.

NEW BUSINESS:

- *Acoustic Café Committee:* The Café Committee had their first meeting of the year this month. The committee is in the process of narrowing the field of performers.
 - *Glass Replacement:* The Trustees approved, with one abstention, the replacement of the glass panels in the library's side wall. The bid accepted from Marvel Glass is \$2,476.00. The money will come out of the library budget's contractual services.
 - *Proposed Investment Change:* After a general discussion of options, the Board decided to table the discussion pending the receipt of further information on options for investment. Art will provide additional information at the next meeting.
 - *Fire Alarm Panel:* After a recent fire alarm, Fire Chief Rich Pauley inspected the fire alarm system for the building. He concluded that the panel needs to be replaced due to age and condition. Bids will be obtained and compared in consultation with Chief Pauley. In anticipation of the large expense of the project, funding through a warrant article may be necessary. Deb Spratt left the meeting at 9:30 pm.
 - *Staff Development:* The Trustees discussed staff development at length. The development discussion will be continued at the July meeting.
- There being no further business to come before the meeting, it was unanimously:
VOTED: To adjourn at 10:05 p.m.

Kelly Richey, Substitute Secretary