

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of July 20, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on July 20, 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, Mary Burdett, 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 June 15, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the June 15, 2004 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 20, 2004. They also reviewed the trust accounts and non-budget expenditures. Art Bryan noted that the library received a \$1000 gift from the Richey family for the building fund. In addition, the library will receive a \$5000 gift from a local family to benefit the children's program. It is likely that the gift will need to be held in trust, with income going to the children's program.

DIRECTOR'S REPORT

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

- *Circulation:* Year to date circulation numbers were 86,668, a 2% increase from the same period last year.
- *People count:* The number of people visiting the library for the period ending July 20, 2004 was 91,554. This is a 24% increase over the same period from last year.
- *Personnel:* The library is in need of two new Pages. Art has identified two individuals, Janice Matthews and Brendan Hamberger, both high school students, to fill these positions and these

individuals have been performing their duties well. Accordingly, Art asked the board to ratify and confirm the hiring of these two individuals. Upon motion duly made and seconded, it was unanimously:

VOTED: To ratify and confirm the hiring of Janice Matthews and Brendan Hamberger as library Pages. The rate of pay shall be \$7.25 per hour.

- *Systems:* Systems are working well. GMILCS will be doing a major upgrade to the system on August 23 and the system will be unavailable at that time. The library will be closed on that date and no major disruptions are expected.
- *Facilities:* The large plate glass windows will be replaced as authorized by the vote of the trustees at last month's meeting. Art will obtain quoted to replace the large wooden front door, which has deteriorated and is in need of replacement.
- *Other:* The summer reading program is going strong. The adult program has 35 members and has finished 207 books; young adults has 17 members and has finished 244 books; 5th and 6th grade has 37 members and has finished 486 books; 3rd and 4th grade has 70 members and has finished 761 books; and Readiness – 2nd grade has 77 members and has finished 1,175 books.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* No news to report. All is well.
- *Building Planning:* The trustees reviewed the preliminary results of the library user survey. Of approximately 6600 surveys mailed, 450 have been received. The surveys revealed a diversity of opinions on various topics. Of those that responded, there is overwhelming support for restoring the lost hours due to budget cuts and expanding the current hours of operation. Surveys are still being received and a full discussion on the results was deferred until more surveys have been received.
- *Carpet Replacement:* New carpet has been selected for the children's room. Art distributed a plan for preparing the room for the replacement, which will begin on August 13. Trustees are encouraged to be available to help with preparing the room. Plans are also in place for preparing the reference, circulation and office carpet replacement, which will commence on August 20. Any help from the trustees is appreciated.
- *Acoustic Cafe:* The 2004-2005 line up has been finalized.

NEW BUSINESS:

- *2005 Budget:* The budget for 2005 was distributed to the trustees prior to the meeting. The trustees discussed the budget at length, going over the various line items and comparing each item against last year's budget and last year's actual results. After further discussion, and upon motion duly made and seconded, it was unanimously:

VOTED: To submit the budget for the Wadleigh Memorial Library for 2005 to the Board of Selectmen, in the form presented at this meeting.

- *CIP Form:* Art presented an updated CIP form for the library. After discussion, and upon motion duly made and seconded, it was unanimously:

VOTED: To submit the updated CIP form in the form presented at this meeting to the Planning Department of the Town of Milford.

Deb Spratt left the meeting at 9:30 pm.

- *Staff Development:* . The trustees discussed staff development issues, including projected retirement dates for certain employees, and succession issues. After extensive discussion, the trustees agreed to table to issue until its next meeting in August.

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

VOTED: To adjourn at 10:00 p.m.

Kelly Richey, Substitute Secretary