A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on November 16 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

**Trustees Present:**
Tim Barr, Bert Becker, Mary Burdett, Chris Costantino, Sandra Hardy, Kelly Richey, and Mike Tule

**Others present:**
Art Bryan, Library Director, and Deb Spratt, Assistant Director.

**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 October 19, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the October 19, 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 November 16, 2004. They also reviewed the trust accounts and non-budget expenditures, as well as the financial report relating to the rental property at 91 Nashua Street.

**DIRECTOR'S REPORT**
Art Bryan gave the Library Director's report on the following items:

- **Circulation:** Circulation numbers through October were 145,579. This is a 5% increase for the same period last year.
- **People count:** The number of people visiting the library through November 11, 2004 was 140,286. This is a 13% increase through the same period last year.
- **Presentation to the Trustees by the Lego League Team:** The Lego League presented their research on library accessibility for the physically disabled.
- **Personnel:** Deb Spratt is officially the Wadleigh Memorial Library Assistant Director. Sue Aman is working limited hours due to her surgery. Due to Deb's new position the library will be hiring a substitute Reference Librarian. Art and Deb's choice for the position is Elizabeth Pollock.
  Upon motion duly made and seconded, the vote was unanimous to hire Elizabeth Pollock for a substitute Reference Librarian position at the hourly rate of $17.43.

- **Systems:** The Town's current telephone system will be retired in December. The library will now be using regular telephone lines. The Town has hired a consultant to explore replacement telephone systems.
• **Facilities:** The gas meter has been fitted with a custom hood to protect it from snow and ice.

**OLD BUSINESS**

- **Rental Property at 91 Nashua Street:** Nothing to report.
- **2005 Budget:** The Milford Public Hearing will be held on January 18, 2005. The Trustees discussed the value of having a petition in addition to the warrant article to restore the library's hours.
- **Fire Alarm Panel Replacement:** The new fire alarm panel will be installed on November 17, 2004

**NEW BUSINESS:**

- **Staff Recognition:** Each staff member will receive an American Express Gift Certificate from the Board of Trustees.

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

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

Michael Tule, Secretary