

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of September 20, 2005 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on September 20, 2005 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Attended

Sandra Hardy (chair), Tim Barr, Mary Burdett, Bert Becker, Chris Costantino, Kelly Richey.
Director, Michelle Sampson.

Others Present: Trisha Saenger was present to provide information about the “Peace Propaganda and the Promised Land” documentary film that she requested to show at the library. The film is produced by the Media Education Foundation.

Quorum:

The Chair noted that a quorum was present and called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES The minutes were approved on a motion by Tim and seconded by Kelly.

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of March 15, 2005. They also reviewed the trust accounts and non-budget expenditures.

DIRECTOR'S REPORT

The treasurer's report will be submitted next month. Bert has been gone for several weeks and Michele was unfamiliar with the process so there was nothing to review.

- **Circulation** : Total circulation up to and including August 2005 = 126,601. Last year at this time total circulation = 116,101. 2005 circulation statistics are up 9% from last year. August 2004 circulation was 13,374; August 2005 circulation was 16,881. Increase of 26%.

- **People traffic**– : People counter through 9/19/2005: 115,851. Slightly up from this time last year: 115,733.

- **Personnel**– : Sue Dahlen—in a 6 week rehab program that began 8/30.

Lisa Griffith—Arleen said that overall she's doing well. She is still in the learning curve of the new job. She began 8/22.

Stephanie is planning on retiring at the end of this year. Mary Beth has expressed an interest in picking up her hours. Her total hours would still be less than 30 hours so benefits would not be an issue.

Michelle has been meeting with the staff one on one. Almost done. Joel's surgery coming up at the end of the month. He'll be in a ½ day on the 29th and surgery is the 30th. He's been told about 5 days of recuperation. Something will be done to cheer him up...Vienna Fingers, Nutter Butters or Margarita Mix

- **Systems** - 9K in capital outlay for pc's (in Aug Treasurer's report). Michele was informed that the process is to buy a couple of computers as part of the routine replacement plan and then wait until the end of the fiscal year and buy more if there are sufficient funds. She will go ahead and buy a couple new computers to replace the older Windows 98 computers.

- **Facilities** - Project to withdraw periodicals from 2002 & 2003 (exceptions for Consumer Reports, Nat'l Geo, NADA, and other periodicals unique to Milford). There is no room for any more audio books or YA materials. Freeing up this space will allow us to backshift the Rothovius collection to free up 3-4 bays of shelving on one end for the YA collection to flow and about the same on the other end for audio books. Most of these periodicals exist in full text within various *searchable* databases so we're just duplicating information when we badly need the room. Not the best physical space for the YA area but will have to do for now.

Need 2 large valves replaced on back of boiler—possible to refurbish one of the valves; other valve is completely frozen open and needs to be replaced; to be done during the switchover from a/c for cost effectiveness w/ labor.

Stair resurfacing to be done on October 17th (Monday) by Goedeke. Goedeke has a product—square “tiles” of carpeting—easier to replace patches. Brown carpeting is looking pretty ratty and these tiles would be very easy to install and replace as needed. They will provide us a quote.

Kelly said that the tiles are not seamless and that the corners are starting to lift on the tiles at her work place. They are a cheap alternative, but not a great alternative.

End of Oct/early Nov Joel will be working on the roof patching. About 40% completed (cleaning cracks and caulking) due to sporadic weather and Joel's health.

Fountain leak was repaired.

Bay window scraping—on Joel's priority list

Walkways—waiting for DPW. Hoping to get new ones before first snowfall.

Food in non-designated areas continues to be a problem. Soda spills, smeared chocolate, etc.

Prisoners coming in Dec and April. Joel's thinking up projects and will oversee all work.

Need to nail down a “trim” color. Dark colors require more labor and harder to keep clean. Joel has color samples. Hoping prisoners will do painting of metal work in front hall so we must choose a color in the next month or two.

- **Other:** Possible workshop for Michelle: *Budgeting for the NH Public Library(BUD-01)* 9 contact hours - intended for public librarians and trustees. This course is for those who want to examine the budget process, evaluate budgets by program, and learn to plan, analyze, prepare, and present a library budget. (no prerequisite) Section BUD-01-2005A

Site: Effingham Public Library

Instructor: Catherine Redden

Dates: Friday 04 November 2005 6pm - 9pm and Saturday 05

November 2005 9am - 3pm

Cost: tuition=\$100 + 1 night hotel

The trustees encouraged Michelle to attend if she wished to go

Michelle's relocation (Sept. 28-30?) There are some complications with her closings coordination with the banks, so she may be out Thursday and Friday.

OLD BUSINESS:

- **91 Nashua Street:** · Colleen Berube moving. We're pro-rating the month of October so that she can still meet the 30 day notice requirement but doesn't have to pay rent for the whole month. She will leave a forwarding address and asked about the security deposit. Joel wants to fix a few

things and clean up before we put out an ad for new tenants. Michele will find the 91 Nashua St. file for information about finding a new tenant.

- **2006 Budget:** : several questions were posed by the BOS concerning the budget:

1. warranty on the roof and degree of pitch – there is a 10 year warranty on materials and 15 year on the labor. The roof is minimally pitched sufficient for water flow off the roof. It needs to remain relatively flat to accommodate the air conditioner unit.

2. Does the telephone line item reflect the new contract signed by the town – no, as we don't have the data yet.

3. What is the purpose of line item for computer service – we will continue to hire Dick Lambert to handle our network needs. He is the one who put the network in place and has maintained it for the last 15 years.

4. Are newspaper subscriptions for paper or on-line versions – paper as the on-line versions are available through the databanks to which the Library subscribes

5. Doesn't Human Resources already pay for want ads?- yes, but only for the Library Director position. WML covers the costs of other staff ads. As a note: at the Budget Hearing, the WML trustees were informed that future ads for all library personnel can go through the Town Hall human resource department.

Michelle suggested some changes in the budget maintenance and presented the following reasons for changing: Reasons to transfer various fund accounts over to Town Hall 1. We would not have to justify to the town *any* expenses paid out of trustee fund accounts. The only "justification" we would need would be regular things for an audit (receipts, invoices, etc)

2. Various fund accounts would be given a separate code (object) so that we could pay all bills through town whether it's town \$\$ or fund \$\$.

Michelle (not town) would assign the object or line item from which bill would be paid so could still use up all the town \$\$ first.

3. No more balancing of bank statements and using Quicken. All done by town hall. Rose also indicated she could get a better return on our \$\$ too.

4. All deposits would be taken to town hall and assigned an object # so that they were deposited in the correct account.

5. Wouldn't be over-expending budget in line items and cutting checks at the end of the FY from Trustees Acct.

6. Fund accounts are handed over to town hall every year for the audit anyway so it's not like we're shielding the town hall from being aware of how much (or little) is in various accounts.

7. Could keep one account checkbook here in case of last minute purchases.

There was discussion about the transfer of the budget process to the Town Hall instead of having Michele continue to do it as Art did. This discussion was tabled until after Rose (finance director) comes to make a presentation to the Trustees about this transfer.

- **Acoustic Cafe** : Acoustic Café: Mike Nevereski and partner will be the opening act for Art's group. Motion made by Chris, seconded by Michelle to approve the appropriation of an additional \$60.00 from the Trustee's Account to pay for this act

- **Annex:** New furnace going in tomorrow (Wed.). Michelle called Bill Ruoff and introduced herself. She told Bill that whatever he wanted to do—it was his budget and fine with her **NEW BUSINESS:**

- **Katrina Benefit Concert** posters are up and being posted around town. There is a notice at the NHPR website. Black Forest Café is donating 4 doz cookies for the Katrina concert. They

will be ready for pickup that Friday @ noon. I also asked them to give us some business cards or flyers to be placed by their items for publicity (in exchange for donation). Tim will contact Paul Joyce at the Milford Windows on West Street restaurant about having the high school donate some food for the concert.

- **Computer Gaming:** · Computer gaming at the library computers: There is a problem with the younger patrons monopolizing the computers for on-line gaming making it difficult for other patrons to access the computers. Discussion took place about possible solutions ranging from completely banning gaming from library computers to allowing gaming on certain computers in the library. This discussion was tabled until next month so that Mary, Mike and Deb (assistant director) can give their input. It will also allow the library to test run a solution of having gaming available only on the 2 computers by the fireplace near the reference desk. As a follow-up to this meeting, Michelle informed trustees at the Budget Hearing that there was some very negative response from younger patrons when they arrived at the library on Wednesday to find that they couldn't use the computers as freely as before for their gaming activities. The police were called twice to help maintain the composure of the unhappy patrons.

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

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

Minutes prepared by Chris Costantino