

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of October 18, 2005 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on October 18, 2005 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

*is the fuel that allows common people to achieve uncommon results*(**Attended**) : Sandra Hardy (chair), Tim Barr, Mary Burdett, Bert Becker, Chris Costantino, Kelly Richey. Director, Michelle Sampson. Assistant Director, Deb Spratt.

**Guest:** Rosemarie Evans, Finance Director for the Town of Milford.

Finance Recommendations: Rose was present to answer questions from the Trustees about transferring the financial transactions to the daily maintenance by the Town Finance Department. This would roll the library funds in with the town funds so that the library would gain greater interest on its money. It would also release Michelle from having to write checks and keep the budget up to date. Rose would supply Michelle with prompt and timely reports about the different line items and funds upon request. Or, Michelle can access the records on her own and print her own reports. Having the town take over the responsibility would also make life for Rose easier, as she could update the town budget as needed. Up until this point, Art would bring over the financial details to Rose at the end of the year, and she would have to process all the information at a difficult time. In order for this transfer of responsibility to work, the library would need to keep one fund in-house for spontaneous transactions. These spontaneous transactions would be submitted monthly to the finance department. Mostly this switch will make Rose's job easier and would free up time for Michelle who is spending a lot of time on the budget. It was decided that the library would retain the daily budgetary processes. Michelle is feeling more comfortable with the budget and she is having troubles accessing the Munis system for the reports. Michelle will send a monthly Quicken report so that Rose can update the town budget in a timely fashion.

*It is not deeds or acts that last: it is the written record of those deeds and acts* (**Minutes**)

- The minutes for the September 20, 2005 Trustees' meeting were approved on a motion by Bert and seconded by Mary.

*Money is like muck, not good except it be spread* (**Treasurer's Report**)

- .): Bert presented the report. Michelle will provide a brief explanation of what each line item is in the Trustee account. The trustees would like to know the purpose of the gifts and any conditions that are attached to the expenditure of the gifts. Some of these line items go months without being used. To ease Sandra's mind, Michelle will have the decimal points for the entries on the Trustees account line up.

*I am a great believer in luck, and I find the harder I work, the more I have of it.* (**Director's Report**)

- **Circulation:** Total circulation up to and including September 2005 = 149,506. Last year at this time, total was 145,523. For the month of September 2005, circulation was 13,913 items; September 2004 we circulated 14,984 items. Percentage decrease of 7.1% for the month.

- **People traffic** through 10/10/05=126,633 (divided by 2 is 63,317 actual people). Last year at this time =122,613 (divided by 2 is 61,307 actual people). Percentage increase of 3.2%

- **Personnel:**

Our first staff meeting will be this coming Friday, October 21st @ 8am. **Systems:** · \$9k in capital outlay. Current pc special @ dell.com including a 19" flat panel monitor is \$1,183.85 with a limit of 5 pcs (= \$5,919.25). Michelle will go ahead and order 3 computers as part of the yearly upgrading of the computers in the library. She will not order all the computers needed, but wait until the end of the year to make sure that there is enough money to cover unplanned expenses. If the money is there, she will order the remaining needed computers

**Facilities:**

- Goedeke @ the Library today and yesterday installing new stair treads. Should be completed by the end of the day. Had to temporarily remove the radiators in front entrance to install new flooring. Joel will be purchasing new valves for them (so leaks don't ruin the new flooring).

- Alarm system being tested this Friday, October 21st @ 9am.

- Prisoners coming Dec 19th-23rd. The trustees chose to have the same blue that is used for the trim in the meeting room to paint the trim in the stairwells. We must provide lunch in exchange for their labor. Joel suggested Bravo's.

- Boiler being worked on today (valves). Hopefully heat will be turned on by the end of the day.

- Irrigation system flushed out for winter weather.

- Bay window: Joel would like to get a clip-on storm window to protect it during the upcoming winter. Rough estimates approx. \$300-400. Scraping of window is now complete. Joel working on glazing and painting.

- Roof: leaks from last week's rains. Joel continuously flushing out gutter spouts/eaves to prevent clogging and (hopefully) future leaks. Melanson has been onsite and should be providing a quote for us soon to compare with Therrian (sp?). Joel awaiting good weather to continue patching roof.

- Annex: loose bricks on chimney pose danger of falling on pedestrians during high winds/snow. Joel will be fixing so as not to put another request on DPW's schedule—in hopes that they will get to our front walkways before the first snow.

**Other:** Li> Lorraine Carson @ Planning Board—in the past she has borrowed the only existing copy of the town meeting minutes from the late 1700s for her work with the P.B. She requested to keep the copy in the town's vault. Michelle emailed Art to see if he knew who actually owned the volume and he didn't know. He \*did\* indicate that when the town hall was undergoing renovations, they were about to throw out a bunch of historical materials. He rescued the materials but is not sure if the volume in question was one of them. The Town Hall currently has a microfilm copy of the volume but no reader. The trustees told Michelle that the volume needs to remain at the library. Lorraine is welcome to it as much as needed, but it cannot be kept in the town hall vault

- Officer Sean Plumer—Computer Crimes Unit came to meet Michelle and talk about patrons signing up to use the computers. He offered to give a presentation for staff on protecting children while they're online. Good idea for a staff workshop.

*Meetings are indispensable when you don't want to do anything.* **(Old Business):**

- **91 Nashua Street:** a check was sent to Colleen, the former tenant. Her security deposit has been returned to her. Colleen was appreciative of living with us, and was happy with our service. Art used the landlord connection service in the past to find tenants. He also placed ads in the paper and a sign in the apartment window. Michelle will talk to the Realtor on the Oval to find out if the agency can and/or will handle the process of finding a new tenant and what the cost would be
- **Acoustic Café:** performer still needs to be paid. There were about 70 people attending the October acoustic café.
- **Replacement of Stair Treads :** all done and looks good
- **Katrina Concert:** Hurricane Katrina benefit concert generated \$615 which has been sent to the Red Cross
- **2006 Budget:** there is a review of the warrant articles on Oct. 26 at 5:15 and the budget on Oct. 31 at 5:30
- **Computer Gaming:** Deb finds it difficult to work as the gaming computers are right near her desk. The kids have argued with the older patrons who (in the teens' opinion) have used the computer long enough. Deb has stepped in to control the situation. The staff sees a small improvement in the behavior of the younger patrons who want to use the gaming computers. A policy needs to be drafted, in the meantime, the experiment will continue and the staff will determine if this policy is workable.

*You cannot discover new oceans unless you have the courage to lose sight of the shore* (**New business**)

- **Library Insurance:** there is an inflation clause added into the policy, but Michelle will check to see what a reasonable cost to replace the building would be and evaluate our coverage.
- **CIP update:** next Tuesday at 6:30 with Planning Board to rehear the decision of being taken off the plan.
- **Right To Know:** Proposed changes to the “Right to Know” legislation. If you want to have something to say, let the BOS know before they send in their response
- **Janitorial Pool:** At one of the BOS/BAC meetings with the Trustees discussing the 2006 budget, the trustees were told of an idea to create a janitorial pool. If there were projects needing special skills, the most suited employee from the pool would be assigned to that project regardless of building or department.

*I have left orders to be awakened at any time in case of national emergency, even if I'm in a cabinet meeting.* (**Meeting Adjourned**) at 9:15 PM.

Minutes prepared by Chris Costantino