

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of January 17, 2006 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on January 17, 2006 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

*must say that I find television very educational. The minute somebody turns it on, I go to the library and read a book* (**Attended**) : Sandra Hardy, Chair; Bert Becker; Mary Burdett; Kelly Richey; Tim Barr; Mike Tule; Chris Costantino. Director, Michelle Sampson. Assistant Director, Deb Spratt.

*Never lend books, for no one ever returns them; the only books I have in my library are books that other people have lent me.* (**Minutes**)

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

*Knowledge is free at the library. Just bring your own container* (**Treasurer's Report**)

- Bert presented the report. The report was reviewed and accepted. At this point, we will need to reimburse the town for \$1800 to the town to cover the overage. There was discussion about changing the treasurer's report to a "month end" format. The Trustee treasurer report currently is a "to the date of meeting" format. The Treasurer's report will remain in the same format. Circulation and people count will be presented as "month end" numbers.

*Libraries are not made; they grow* (**Director's Report**)

- **Circulation:** Total circulation for 2005 = 186,733. Last year's total circulation was 173,676. For the month of December 2005, circulation was 13,576 items; December 2004 we circulated 12,716 items. Percentage increase of 6.8 % for the month of December over last year.

- **People traffic** People counter for the year 2005=165,384. Last year=157,652. Percentage increase of nearly 5%.

- **Personnel:**

Stephanie's retirement party went well. Stephanie was pleased.

Performance appraisals due next month. Michelle asked Deb and Arleen to evaluate those staff members under their supervision. Michelle will also evaluate all staff in the areas where she can. Deb, Arleen and Michelle will meet in the beginning of February to go over/tweak the final appraisal. Each staff member will then meet with Michelle and either Arleen or Deb.

Safety award for Joel to be given at next month's Deliberative Session.

New hours for Lisa/Arleen/Mary Beth have begun

PLA- Federal per diem rates for Boston depend on the day.

Wednesday & Saturday March 22nd and 25th have a per diem rate of \$48. Thursday and Friday

the 23rd & 24th have a rate of \$64 (this according to Rose in Finance) PLA registrations have been submitted and hotel accommodations have been confirmed. **Systems:** PCs in the reference section of the building lost internet connectivity yesterday. Deb spent all morning switching things in/out and off/on trying to find out what was causing it without having any luck. Michelle called Frank (her husband) in and he discovered an old cable that had been looped around and plugged back into the switch—causing slowness on the network. This cable used to provide connectivity from the town through the library to the annex and for whatever reason was never removed. Now that that cable is unconnected, hopefully this will resolve the slowness with Horizon that has been experienced. In the meantime Frank recommended labeling each cable so that connections are understood. Dick Lambert will be working on that. Dick was also here today working on various problems.

### **Facilities:**

- Periodicals project is nearly complete. The Rothovius collection will soon be moved to these shelves to accommodate more or perhaps all of the YA collection.
- Diana, Judy, Susie, and Renata are also making excellent progress on the CD re-organization project: about 90% complete.
- Next project is to re-organize/label the DVDs into fewer categories (currently there are at 24 categories; which has been narrowed down to 4 or 5—each with a distinctive color code). Within each color code, the DVDs will be filed alphabetically according to title.
- Since there is no room to shelve DVDs, Michelle ordered a new rack (it actually has 2 spinners and accommodates 600-700 titles). The current rack will be moved into the children's room so that the children's DVDs can have their own space.
- Alarm system was tested November 18th. Town also did their inspection. Work/updates needed cost approximately \$1200 (see report). A follow-up inspection is scheduled for March 7th. Some of these problems will need to be addressed next month in order to pass the inspection.
- Library will be closed this Thursday and Friday for the boiler installation.
- The new boiler will arrive tomorrow morning. Thursday morning JLawrence will remove the old boiler and begin installing the new one. They hope to have heat back on by Thursday night so that Friday they can work on calibrating/tweaking the system. Unless there are unforeseen circumstances, the library will be open Saturday morning. Michelle will be in and out Thursday (GMILCS meeting in Merrimack) and here Friday; Joel is planning on being here both days while JLawrence is on site.
- Children's Room: book trucks with wheels. There are 3 very old ones mixed in with the colored ones. These not only don't match with the rest of the bunch, but due to their age, they are exceedingly difficult to move (as Acoustic Café volunteers have no doubt noticed), and don't have as much space in them as the colored trucks. The same gentleman who made the colored trucks came in to measure the current colored trucks and give Michelle an estimate of how much it would cost to make 3 more to replace the older ones. Cost is \$2400. The money for this will come out of the budget.

### **Other:**

- Trust fund interest. (See handout.) As it stands right now, the library owes the town approximately \$1800. Michelle is waiting to hear from Rosemarie Evans (town finance director) since she has to deduct salaries yet from the last week of December.
- iPOD raffle. Donated by Stephanie. \$5 per ticket. The raffle generated \$135 for the library. How about a “Love Your Library” raffle?

Microwave for upstairs kitchen will be purchased to replace the broken one.

*Every library should try to be complete on something, if it were only the history of pinheads (Old Business):*

- **91 Nashua Street:** All's clear on the home front.

Compensation for Joel: In the past, Joel was offered to take on the responsibility of managing this property. He wasn't interested at the time. Now that the process of renting this property has become more formalized, Joel has ended up managing all the maintenance issues for this house. The library is retaining the local real estate office to do the business end of renting. The library would like to compensate Joel for this additional work. Chris will look into the compensation that was offered to Joel at the time and report back at the next meeting.

- **WML Website:** the trustees met at 7:00 to review other library websites so that we could get an idea of what we liked and would want to incorporate into a revamped WML website.
- **Policy:** Deed of gift is done and accepted at last meeting

*For him that stealeth a Book from this Library, let it change into a serpent in his hand and rend him. Let him be struck with Palsy, and all his Members blasted. Let him languish in Pain crying aloud for Mercy and let there be no surcease to his Agony till he sink in Dissolution. Let Bookworms gnaw his Entrails in token of the Worm that dieth not, and when at last he goeth to his final Punishment, let the flames of Hell consume him for ever and aye. (New business)*

- **Collections reporting:** o emails had circulated among the Trustees since last meeting in response to Tim thinking that the Trustees should be more aware of the collection. Deb directed the trustees to a New Materials button on the Catalogue webpage that lists materials added collection.
- **Children's Librarian:** an updated job description was circulated. Motion to approve the policy as presented by Bert and seconded by Mary
- **Food policy:** o Food is allowed in the reference area. Joel is having a problem cleaning the rugs; to which Michelle said that she would bring it up to the trustees for discussion. There are some patrons who are messy. It was recommended that the offending patrons being individually addressed about the appropriateness of what they are eating and where. The trustees will hear how this works out at the February meeting. Staff will patrol more by the big window to enforce the no-eating policy there.
- **March Trustee meeting date:** ...is the same date as the PLA conference. The March meeting date is changed to March 28 to accommodate Michelle and Deb who will be attending the conference.
- **Trustee candidates:** Must be signed in by Jan 25 – Feb 3. Sandra will contact some people that the Trustees considered good candidates to fill the vacancy that Kelly will leave.

*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)* Meeting was adjourned at 9:45.

Minutes prepared by Chris Costantino