

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
July 18, 2006

The Board of Trustees Meeting of July 18, 2006 was called to order at 7:30 at JustStrings.com, 20 Mont Vernon Street, Milford, New Hampshire. The Library is closed due to the roof repairs.

Present *A library is not a luxury but one of the necessities of life.*

Sandra Hardy, Chair; Bert Becker; Mary Burdett; Chris Costantino; Edith March; Mike Tule, Tim Barr. Director, Michelle Sampson. Joel Trafford, Custodian/Plant Manager

Minutes *He who lends a book is an idiot. He who returns the book is more of an idiot*
The minutes for the June 20, 2006 meeting were approved on a motion by Mike and seconded by Bert.

Treasurer's Report *Information is the currency of democracy*

Bert presented the report. The report was reviewed and accepted

Director's Report *A university is just a group of buildings gathered around a library*

Circulation

- Year to date, circulation is 96,380 items. Comparisons of years 2005 vs 2006 up to the end of June show a **slight increase of 2.5%**.
- The month of June 2005 (15,739) vs June 2006 (16,575) shows a **circ increase of more than 5%**
- People counter for the year to date=98,490. Last year at this time=84,733.
Percentage increase of 16%

Personnel

- Two candidates were chosen for second interviews for the Assistant Director's position. Those individuals met with Michelle, Arleen, Diana, and Mary Beth. All the staff unanimously chose Jo-Ann Roy of Beverly (MA) Public Library. The job was advertised at a starting salary of 40-45K. Given that Jo-Ann would be taking a pay cut moving from a larger, more affluent area and since she met every single qualification required—with one small exception—she was offered the position at 45K. This will place her in the middle of the pay range where she will have room to grow but at the same time not undervaluing the skill set she brings to the library. She understands this is a conditional offer pending approval of Library Trustees and favorable completion of a records check. Michelle has sent her the conditional letter of agreement to sign and is awaiting its return. She will submit the paperwork for the background check on Jo-Ann as soon as possible. Jo-Ann's start date is tentatively set for September 1st. **After**

discussion and review of her application, the trustees unanimously approved Michelle's recommendation for hire. See new business, below.

- Mary Beth had to be taken by ambulance last Monday night to the hospital. She is fine now after a week of bed rest. Her back gave out on her and she could not move/walk without assistance.
- Michelle had a confrontation with an adult patron a few Saturdays ago. The computers log off patrons 15 minutes before closing. This allows the staff to finish library business and close the library in a timely fashion. The patron was irate about this policy and became verbally abusive to Michelle. Another patron tried to intercede, with no success, so the police were summoned.

Systems

- The majority of the public pcs have been switched over to the free Adelphia service. Dick Lambert will be back on Wednesday to switch over the remaining four pcs. The free level of bandwidth via Adelphia seems to be enough to accommodate patron needs but Michelle will continue to evaluate. Dick also built a server out of an old pc and a copy of Windows 2000 server. All of the public pcs are also on this server for ease of networking/CybraryN issues. Once the four remaining pcs are switched over, Michelle will be able to rework our contract with MV Communications and our bill will be lowered by at least \$100+.
- CybraryN does not seem to be working as well as Michelle had hoped. She knew there would be some kinks to work out but the kids continue to find ways around the software and staff still has to maintain a certain level of policing. Each time the kids find a new way around CybraryN, Dick comes back and figures out a way to block it. Michelle is *not* happy that \$2000 was paid for the software (not to mention all of the \$\$ paid to Dick every time he comes out to tweak) and teenagers are easily finding ways to get around it. Michelle called the company and complained to the V.P; they have promised to work with Dick to get the problems fixed pronto. Michelle will continue to evaluate this as well.
- With the new Teen Space, there are four pcs available for the kids to use as they wish (gaming, etc) so Michelle is hoping that will alleviate some of the gaming hassles on other pcs throughout the library.
- Michelle has found another place to relocate the reference pcs—within the reference area—so that the fireplace is more visible. She will to speak to Dick, however, to assess any wiring constraints.

Facilities

- Jennifer Lamy, "Tiger", a page, was reshelving audio books last Wednesday when she came across a clip for a .22 sitting on one of the shelves. She immediately told Michelle. Michelle collected it and had Joel verify what it was before calling police. While Michelle waited for the police, she pulled items from shelves in the area to make sure other parts weren't hiding behind the audio books. This is *not* an area frequented by teenagers; Michelle doubts that it was one of the usual troublemakers.
- One of the roofers fell through the roof last Tuesday. He came in through the ceiling on the 3rd floor right in front of the elevator. He fell in up to his hips; he's ok. Town Hall, etc have been notified and Joel is writing up the accident report since it happened while Michelle was away. The roofers were warned (by Joel) of the soft portions of the roof and the need to lay down planks on which to walk. Wiring, lights, etc were ripped from the ceiling so Blasé Electric came out that day to rewire everything so that it's safe. Joel will be fixing the ceiling.
- Michelle and the staff are very excited about the renovations and relocations that are occurring in the library while it is closed for the roof repairs. The Teen area is being completed (shelving and new paint) and the periodicals are being moved to the large window that overlooks the parking lot. While the air conditioning has been shut off for

the roof repairs, it has been very hot in the library for the staff while they work. The staff greatly appreciates the Trustees paying for lunch/sandwiches while they have worked during this time. Michelle will take the staff out for ice cream on Wednesday for whom ever shows to finish up the work.

- Joel has been an unbelievable help with absolutely everything since the roof project began. He goes up on the roof every 45 minutes or so to monitor the roofers and answer any questions they may have. And he's been like a man on fire between doing that and helping the staff with their projects this week (taking apart and relocating shelving, etc)
- Plumbers came today to do start work on the electrical room leaky pipe. Despite all efforts, they couldn't make the pipe leak. Perhaps the leak was coming from ground water due to this year's high rainfall. Joel sent the plumbers home. He will keep an eye on the area.

Other

- Michelle is an official Rotarian! Because she joined at the very last meeting before the end of the fiscal year, they waived the initiation fee (saving \$125!). Her first volunteer job is this Saturday at the big swim meet at Keyes Field.
- Huge attendance at children's programs so far this summer. RJ's Exotics came with reptiles galore last week and Michelle managed to get Mike Cleveland in to get some pictures. He came in to interview Michelle, and Michelle showed him the gathering for RJ's exotics. There were about 120 kids. The staff took a lot of pictures. Eventually Michelle would like to get pictures of these events up on the library web site (something for our incoming A.D. to do...)
- Book sale cleared out mostly everything. The rest was boxed up for the dump and there is fresh inventory coming in.

91 Nashua

- All's well

Old business *It does not matter how many books you may have, but whether they are good or not.*

Roof status Joel is very pleased with how the roof repair is progressing. The damage was as extensive as expected; so 17 of plywood were needed to replace the moldy ones. Joel is happy with the workmanship of the roofers and is managing them very well. The air conditioner will be replaced on Wednesday. The library will reopen Thursday.

Library Development Fund The LDF met. There is a new member, Joe Trowbridge. He joins Karin LaGro, Cecilia Steele, Peter Basilliere, and Bill Kokko. Michelle and Sandra will attend the monthly meetings ex officio.

HVAC Warrant Article Elliot Hall gave Joel a rough estimate of \$58,000 which would include purchase and installation. The estimate wasn't itemized, but the work would include the purchase of all of the air conditioning units and air handlers, their installation and hooking to existing duct work, and a new condensation pump. The work can be done in installments over the course of a year which would fit with the CIP committee's recommendation to do the library renovation in a staged approach. There

may be a limit to the bid date....he may only adhere to the bid for a certain amount of time due to rising costs for fuel and materials.

New business *I must say that I find television very educational. The minute somebody turns it on, I go to the library and read a book.*

After careful consideration and discussion of the application of Jo-Ann Roy as Assistant Director, a **motion was made by Bert and seconded by Mike to hire Jo-Ann Roy as the Assistant Director at \$45,000 to start on or around September 1, 2006. All were in favor.** The staff is very pleased and excited to have her join the staff.

Adjournment: *A library is a hospital for the mind*
Mary will bring pizza for the next meeting. Next meeting Aug 15.

Minutes prepared by Chris Costantino