

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
December 19, 2006

The Board of Trustees Meeting of December 19, 2006 was called to order at 7:30 pm at Wadleigh Memorial Library.

Present

Sandra Hardy, Chair; Tim Barr; Bert Becker; Mary Burdett; Chris Costantino; Edith March; Mike Tule; Director, Michelle Sampson, Ass't Director, Jo-Ann Roy

Minutes: The minutes for the November 21, 2006 meeting were approved on a motion by Bert and seconded by Mary.

Treasurer's Report: Bert presented the report. The report was reviewed

Director's Report

Circulation

- Year to date, circulation is 186,170 items. Comparisons of years 2005 vs. 2006 up to the end of November show a slight **increase of 3%**
- The month of November 2005 (15,530) vs. November 2006 (16,038) shows an **increase of 3%**
- People counter for the year to date=173,805. Last year at this time=160,825.
Percentage increase of 8% over last year.
- Downloadable audiobooks circulation: First month=77circ. Second month=108 circs. Third month= 70 circs. Currently there are 91 individual patrons who have logged in and downloaded 255 books since the library went live on September 5.

Personnel

- PT Library Assistant for Circulation Desk: job has been posted and Michelle has been receiving applications/resumes. She will be scheduling interviews after the holidays.
- A staff member has been a problem which Michelle has tried to remedy. The problem continues although it is lessening, but she felt that she needed to document the problem, so there is now a record of the disciplinary action.
- Some discussion about hiring a building manager for 91 Nashua Street property. Decided to table the discussion as there is no pressing need for one.
- Management training course is offered to the town employees in management positions. Jo-Ann is taking advantage of the course and finding it very helpful

Systems

- The alarm system is still causing trouble. When Michelle called to cancel the service, she found that the library has been leasing this system. Honeywell offered to sell it to us for over \$2000 even though it is 7 years old. A company recommended to Michelle by Chief Douglas will sell us a better system and new for \$1000- \$1500. Michelle will look into this company and find out about service contract costs.
- The switch to Comcast continues to be a problem. The system is often glitchy and there is no warning that Comcast personnel are going to be servicing the line so that the library staff can be prepared. Jo-Ann said that Dick Lambert was called in to take care of the problem.

- Cybrarian continues to be virtually useless in monitoring the time that patrons are on the system. Kids find all kinds of ways around the block. Cybrarian suggested a fix which made a real mess of the library network. Had to call Dick Lambert to fix.
- Atrion: a networking company will come to check our network. Art Bryant, previous director, built the library network as new technologies came along.
- Website is still under construction but Jo-Ann is making great progress. Internet Explorer 7 is causing troubles with the library network. Jo-Ann is working on the database web pages to make them more patron friendly. The library has a new database called Learning Express which is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help patrons succeed on the academic or licensing tests they must pass. There is immediate scoring, complete answer explanations, and an individualized analysis of results.

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Facilities

- Broad Oak will be here on Thursday for the tree removals
- Relocation of internet pcs away from the big window. Supervision will be easier now that they are closer to the staff desks.
- New lighting on the roof and on the backside of the library is in place. Michelle talked to Guy Scaife, Town Administrator, about the teen problems that the library is facing. He is horrified and will set up a meeting between himself, Chief Douglas and Michelle.
- Architects: Site visit on Wednesday, January 10th @ 2pm with Dennis Mires who did Bedford PL. See www.architects.net (click on "Public Projects" and then "Public Projects" again for an index leading to site photographs. Site visit on Thursday, January 11th @ 1:30pm with Stu Roberts of J. Stuart Roberts who did Laconia PL project. <http://www.jsrob.com/> (formerly of Tappe in Boston). Also contacted Patience Jackson, Building Project Consultant.

Other

- Reference Blog: Going well.
- Podcast of Acoustic Café: Acoustic Café personnel are fine-tuning the quality of the recording. The podcast is up and working.
- Food for Fines is ongoing and off to a slow start
- Patron Appreciation Day: this Thursday with lots of cider and goodies
- Phyllis: Ron Baker, the husband of Phyllis, the former head of tech services who recently retired, died while in Florida. The trustees asked Michelle to send a potted plant on their behalf to her in Florida.

91 Nashua

- "New" radiator installed in 1st floor apartment. Joel was able to find a inexpensive radiator at the New England Salvage in Manchester. It doesn't leak!

Old business

- Library Development Fund: met last night. It suggested that the trustees form a building committee that would encompass a couple of people from the development fund and building department. They want a timeline. Not meeting again until March.
- HVAC Warrant Article Capital Request Form: no news is good news
- 2007 Budget discussion. No change / no word
- Building Planning: architects coming. Do a walkaround. Michelle would like to have conceptual plans soon to present to the Library Development fund and to the CIP and Facilities committees
- **New business**
- Holiday gifts for staff: Gift certificates to Giorgios were a big hit for the staff

- Meeting Room policy: Michelle has incorporated a sentence about the ADA standards into the policy that notifies the reserving group that it will need to provide these services if required. Michelle will talk to the fire chief and get the maximum capacity for the rooms to include into the policy
- Jo-Ann suggested that the trustees get a graphic designer to make a good design of the door for the library logo for the website. She will talk to Judy Hohenadel about this, as it was her son who created the door logo

Adjournment: Chris will bring pizza for the next meeting. Next meeting January 16, 2007.

Minutes prepared by Chris Costantino