

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

APRIL 15, 2008

Meeting was called to order at 7:00pm at Wadleigh Memorial Library.

Present: Mary Burdett, Chair; Tim Barr, Chris Costantino, Sandra Hardy, Edith March, Sarah Sandhage; Mike Tule; Director, Michelle Sampson.

Minutes: The minutes as amended for the March 18, 2008 meeting were approved on a motion by Mike, seconded by Tim.

Treasurer's Report: Reviewed and accepted:

- Error found in checking account, balance is greater than shown
- Discussion to add "gift" column to expenditures, Michelle will add column
- Discussion as to whether trustees are required to formally accept all gifts under \$5000, Michelle will include gift list in monthly report, acceptance will be automatic unless otherwise questioned

Director's Report:

Stats: Circulation

Circ thru March	2007	2008	% Change
General Circ	50,958	56,229	10.3% increase
Downloadable Audio	316	318	0.6% increase
Total Circ	51,274	56,547	10.3% increase

Stats: People Counter

People Counter	2007	2008	% Change
thru March	47,069	50,492	7.3% increase

Stats: Public PCs

People Counter	2007	2008	% Change
thru March	6,397	5,892	8.6% decrease

Circulation still at 10% increase, area libraries report same.

Personnel

- Joanne has a doctor’s note excusing her through the end of April.
- Michelle has conducted interviews for fill-in position at ref. desk but would like Cindy to formally take the ref. desk position since she has been covering it a few hours a week all along. (She is already going for her MLS, which is required for that position.) Michelle has spoken with Jack at the Town Hall to arrange a pay increase for her. This increase would be the average between her current pay and the reference desk position. (approx. 25% increase)
- Katie is going for her MLS, Michelle expressed interest in a possible new position for Katie as Teen Librarian/Ref. Desk when the time comes.

Facilities

- New ballasts have been installed
- Still awaiting parts for blower in Children’s room
- Concrete arch over front door is crumbling, Joel can fix
- Beverly Bacon Memorial rose bush to be planted near bike rack- gift of Peggy O’Neill (update 4-17: rose bushes will be installed near bike rack and weeping cherry tree on right hand side of driveway)

91 Nashua Street No news

Other

- PLA DVD’s are coming, Michelle wants to use them for staff training this summer. Also some good Trustee information included on them.
- Opening up Requests went live Mar. 17, so far so good
- Polaris, the new software system, is coming at the end of August, training will begin in July
- Revels are performing May 3rd at the Amato Center, tickets are already on sale, posters are up, Michelle would welcome help from anyone interested in hanging more posters
- Children’s Room Fundraiser at Uno’s May 1st
- Jaiden Tlapa New England Aquarium Pass, Holly Tlapa wants to continue funding the pass through youth fundraisers, still in planning stage

Long Range Plan Update completed!

- Chris suggested combining goals 2 and 3 because of repetition, agreed
- It was determined that goals 1A and 2C, although repetitive, should be stand-alone goals if need be, so will stay as is

Acoustic Café The last show of the season will be this Saturday April 19th at 7pm.

Next Trustees meeting is scheduled for Tuesday May 20, 2008. Pizza at 6:30, meeting at 7pm. Mike will bring pizza.

Minutes prepared by Sarah Sandhage