

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

June 17, 2008

Meeting was called to order at 7:04pm 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 May 20, 2008 meeting were approved on a motion by Chris, seconded by Edith .

Treasurer's Report: Reviewed and accepted:

- Motion by Chris to accept library development fund's gift of \$1500.00 for the summer reading program, seconded by Sandra, all in favor.
- Refamiliarization of each trust fund and it's specific purpose will begin.

Director's Report:

Stats: Circulation

Circ thru April	2007	2008	% Change
General Circ	87,674	92,710	8.2 incr.
Downloadable Audio	511	529	3.5 incr.
Total Circ	86,185	93,239	8.18 incr.

Stats: People Counter

People Counter	2007	2008	% Change
thru April	75,622	69,308	8.3 decr.

Stats: Public PCs

People Counter	2007	2008	% Change
thru April	10,461	10,057	3.9 decr.

Personnel

- Discussion of newly created job description (Young Adult & Reference Services Librarian)- additional cost of benefits to be paid from residual in salary budget and then added into regular budget thereafter - vote to accept new job position/description, motion by Tim, seconded by Mary, all in favor
- Vote to promote Katie Spofford to new position as Young Adult & Reference Services Librarian, motion by Sarah, seconded by Chris, all in favor

Facilities

- AC unit in Children's room and Michelle's office is out of order, waiting for warranty part
- Building exterior painting continues
- Building impact fees are \$17,330 as of June 16, 2008- discussion followed of possible expenditures including looking into "going green" in the existing facility, making it more efficient, also discussion of saving the impact fee money over the next couple of years and then addressing needs- Tabled
- Michelle mentioned having a marketing campaign developed by students at a local college/university. She has seen it done in the past with great results and at no cost. Rivier College has not responded to requests, Michelle will move on to other local possibilities.
- Bids for new furniture have not come in as expected. We have received two (2) responses and only one (1) quote- Tucker Library Interiors of Manchester has quoted very reasonably.
- Motion by Tim to hire Tucker Library Interiors and spend fine money on new furniture, seconded by Mary, all in favor.

Systems

- Five (5) refurbished Dell laptops have been purchased for internet classes/teaching- portability and a great price will allow classes to now be taught upstairs in one of the meeting rooms instead of taking up space on the public PC's.
- Michelle to verify that the new computer desks being ordered will come with a power supply on top of the desk for ease of laptop use.

91 Nashua Street

- Primex (insurance company) has paid for repairs to tenant's car from tree branch incident
- Bids requested from three (3) tree companies for removal of troublesome trees on property line with Nashua St./Franklin St. properties, all companies did site visits but Hirko is the only company to have provided a quote.
- Motion by Sandra to hire Hirko and spend \$4500 for eight (8) hour crane rental/tree removal, to be paid from fine money, seconded by Chris, all in favor.

Other

- July 23, 2008 is the Town BBQ, all trustees are invited
- New library cards have arrived
- Acoustic Café is planned for Oct. 18/Nov. 15/Feb. 21/Mar. 21/Apr. 18
- Library update presentation to BOS scheduled for August 11, 2008 at 5:45pm.
- The New England Library Association (NELA) conference will be held in Manchester Oct. 19-21st.
- Patron complaint over video in library- Mike expressed concern over responding to patron's complaints about library materials before the proper form was filled out and returned by the patron- per policy, trustees are to discuss patron complaint form at next meeting and respond –(Request for Consideration of Library Materials Form-discussion will be held at next month's meeting after trustees have read ALA Code of Ethics and Wadleigh Collection Development Policy printouts from Michelle)

Meeting adjourned at 9:11pm.

Next meeting of the Board of Library Trustees will be held Tuesday July 15th, 2008 at 7pm; pizza at 6:30 provided by Mike.

Minutes prepared by Sarah Sandhage.