

# WADLEIGH MEMORIAL LIBRARY

## TRUSTEES MEETING

JULY 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.

### Public Hearing:

- Regarding PLA (Public Libraries Association) “Grow your Own Grant”, an \$8000 grant we have received as an educational scholarship to cover expenses for Cindy Mazza’s MLS degree that she is currently working on obtaining and also for future national conferences that she may attend, to be used within the next two (2) years.

**Minutes:** The minutes as amended for the June 17, 2008 meeting were approved on a motion by Chris, seconded by Mike .

**Treasurer’s Report:** Reviewed and accepted:

- Discussion about 2009 budget- Landscaping line item (supplies and services) - estimated cost figure will be reduced (figure is not part of appropriations but is trust fund money)

### Director’s Report:

#### Stats: Circulation

Circ through June	2007	2008	% Change
General Circ	102,783	111,458	8.4% increase
Downloadable Audio	626	648	3.5% increase
<b>Total Circ</b>	<b>103,409</b>	<b>112,106</b>	<b>8.4% increase</b>

#### Stats: People Counter

People Counter	2007	2008	% Change
Through June	89,065	82,523	7.3% decrease

#### Stats: Public PCs

Public PCs	2007	2008	% Change
Through June	12,799	11,949	6.6% decrease

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### Personnel

- Katie Spofford has been promoted to Young Adult & Reference Services Librarian- While she has been spending more time at the reference desk, Lexi Galica-Cohen has been covering the extra hours on the circulation desk

### Facilities

- AC unit in Children's room and Michelle's office is fixed
- Building exterior painting is nearly complete
- Joel will be painting parking lot entrance door with a special paint for metal.
- Rivier College has responded to Michelle's request(s) for their students to design a marketing campaign for the library as a project for them, at no cost to us. They seem interested, but nothing has begun yet.
- Upholstery for the new furniture is being chosen and the furniture is due to arrive in Sept/Oct.
- Hirko Tree Service arrived with a crane and removed five (5) very large trees in bad condition from the property line.

### Systems

- Polaris "train the trainer" still scheduled for end of July/beginning of August
- New software transition slated for Aug 21-28<sup>th</sup> (Michelle to be away 3 of those days with family, but easily reachable if need be)
- Pictometry- Tim brought up the question again of why the library and public don't have access to the Town Hall's copy of Pictometry. Chris will find out.

### Programs

- Summer reading program is in full gear with over 300 children participating and 51 adults enrolled in their own reading program. All programs have been heavily attended.
- Zed the Milford Police K-9 will visit on Monday, July 28.
- Big Truck Day a big success (150-200 people)
- Summer Artisan Craft Program is being very well-received. All artists are members of the NH League of Craftsmen. They display their work throughout the month and then host a program at the end of the month.
- NHHC "Mysteries Across the Pond" a grant-funded program has begun with it's first installment taking place in Milford, the next program to be held in Mont Vernon, and the third and last program to be held in Wilton

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- Meet the Author: Sat., August 2<sup>nd</sup>, 11am -Lorna Barrett, author of Murder is Binding, the first mystery in a series based on Milford.
- Many YA programs scheduled for the summer.

### 91 Nashua Street

- Discussion whether or not to raise the rent on one apartment at 91 Nashua St. The trustees declined to raise rent at this time.

### Other

- The Jaiden Tlapa Foundation is planning a fundraiser for the purchase of a New England Aquarium library pass in Jaiden's name. They would like to hold the fundraiser at the library, the theme to be a "Night Out" for parents where (for a donation) they can leave children at the library for babysitting and fun while they go out. More information forthcoming. Trustees are all for it.
- Reminder that July 23, 2008 is the Town BBQ, all trustees are invited.
- Library update presentation to BOS scheduled for August 11, 2008 at 5:45pm.

### New Business

- Patron Complaint Forms: Discussion as to possible amendment to policy in regards to how Michelle responds to patron complaints. The current policy has (Michelle) the Director handing a form to the patron to be filled out detailing the complaint. The form (if turned back in) then goes to the Trustees to be discussed at the next meeting.

Michelle will draft an amendment to the policy, for Trustees to review at August's meeting, where she would respond in writing to the patron after the complaint form is filled out and returned. The Trustees will view the response (contents of the letter) before it is mailed and will get involved with further discussion of the complaint when and if the patron is not satisfied or wants to "appeal".

Meeting adjourned at 8:25 pm.

Next meeting of the Board of Library Trustees will be held Tuesday August 19<sup>th</sup>, 2008 at 7pm; pizza at 6:30 provided by Chris.

Minutes prepared by Sarah Sandhage.