

**WADLEIGH MEMORIAL LIBRARY**

**TRUSTEES MEETING**

**DECEMBER 15, 2009**

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

Present: Tim Barr, Mary Burdett, Chris Costantino, Edith March, Sarah Sandhage, Director, Michelle Sampson and Peter Basiliere representing the Library Development Fund committee.

The minutes as amended for the November 17, 2009 meeting were approved on a motion by Chris, seconded by Edith, all in favor.

**Treasurer's Report** reviewed and accepted-

Discussion of dedicated monies for purchase and installation of a new phone system which directly connects the Library with other Town buildings and departments. We are waiting for the Town to schedule. Discussion of security issues and the antiquated phone system now in place.

Also discussion of purchasing an AED (defibrillator) and certification courses for some employees.

**Director's Report**

**Stats: Circulation**

<b>Circ through NOV</b>	<b>2008</b>	<b>2009</b>	<b>% Change</b>
General Circ	202,107	228,237	12.9% increase
Downloadable Audio	1278	1785	39.7 % increase
<b>Total Circ</b>	<b>203,385</b>	<b>230,022</b>	<b>13.1 % increase</b>

**Stats: People Counter**

<b>People Counter</b>	<b>2008</b>	<b>2009</b>	<b>% Change</b>
<b>Through NOV</b>	<b>163,353</b>	<b>179,550</b>	<b>9.9 % increase</b>

**Stats: Public PCs**

<b>Public PCs</b>	<b>2008</b>	<b>2009</b>	<b>% Change</b>
<b>Through NOV</b>	<b>22,960</b>	<b>25,509</b>	<b>11.1% increase</b>

**(Does not include use of wireless network)**

# WADLEIGH MEMORIAL LIBRARY

## TRUSTEES MEETING

DECEMBER 15, 2009

### Personnel

- Status Quo

### Facilities

- Switch from Simplex Grinnell to American Fire & Security has gone into effect.
- Rodent problem due to food in internet computer/reference area. Change in policy will be made. Issue tabled until next month's meeting.
- Meeting with Tucker Library Interiors re furniture for Children's Room went well. We've gotten some great space-saving ideas - Joel Trafford is renovating the Children's Room office so that the Children's Librarians can better see and be seen.
- Library will be closing @ 3pm on Wednesday, Dec. 24 and will reopen on Monday, Dec.28. Will close @ 3pm on Thursday, Dec 31 & reopen on Saturday, Jan. 2.

### Systems

- "IT Summit" to analyze library technology needs was very productive. Attending were Tom Schmidt, Tim Finan, Frank Corey, staff member Diana LeBlanc and Michelle. The same group, along with Cindy Mazza, later met with the Envisionware representative. A contract has been signed and the new internet management system will be installed in late January or in February.
- New(er) photocopier & coin machine has been purchased using copier monies.
- New color printer purchased and will be installed soon.
- New security software will be purchased, either Microsoft SteadyState, (Frank Corey is checking into compatability), or "Deep Freeze".
- A new pc will be purchased by year end to serve as a server and outdated wireless routers will be replaced.

### Programs: upcoming

- Children's: Holiday storytimes and regular programming throughout the month.
- YA: Teen Writing Club (Dec. 18); Chicks with Sticks book club (Jan. 7); Animanga club (Jan. 12); American Idol Sing Off-3 (Jan. 19)
- Adult: New Kill-a-Watt units from NH State Library & PSNH; Managing Money in Tough Times (Jan. 12); Acoustic Café (Jan. 16); Evening Book Group (Jan. 26).

### 91 Nashua

- Upstairs tenant is moving out by year end, Joel will clean unit and Nancy Hubert is looking for another tenant.

# WADLEIGH MEMORIAL LIBRARY

## TRUSTEES MEETING

DECEMBER 15, 2009

### New Business

- Peter Basiliere of the Library Development Fund joined the Trustees in a discussion of the next possible steps toward library expansion. Discussion included hiring a professional fundraiser, forming a steering committee and putting out an RFP for interested professional fundraisers. A preliminary committee was discussed and will include 1 or 2 Development Fund members, Mary Burdett, Michelle Sampson, Chris Costantino and possibly more trustees.
- Included in the discussion was the architect's contest for a new library design. The winner of the contest has been chosen and the entries can be viewed at the NH Institute of Art. There will be an awards ceremony on January 15<sup>th</sup> for the winner. One of the trustees may attend via RSVP to the invitation that Michelle received.

### Other

- Michelle will be away from Dec. 24<sup>th</sup>-28<sup>th</sup> or 29<sup>th</sup>

Meeting adjourned at 9:03pm. The next meeting of the Wadleigh Library Trustees will be held Tuesday, January 19<sup>th</sup> 2010 at 7pm. Pizza at 6:30pm provided by Mike.

Meeting minutes submitted by Sarah Sandhage.