

Library Trustees Meeting  
Wadleigh Memorial Library  
May 18, 2010

**Present**“*Theirs is not to make reply: Theirs is not to reason why: Theirs is but to do and die*” - Mary Burdett, Chair; Tim Barr, Chris Costantino, Edith March, Kristie Popp, Sarah Sandhage, Mike Tule. Michelle Sampson, Director; Tim Finan, Board of Selectman Rep

**Visitors:** Bill Parker, Community Development Director; Kim Paul, prospective alternate to the Library Board of Trustees

**Minutes of March 16, 2010 meeting**“*So many worlds, so much to do, so little done, such things to be*”- accepted on a motion by Tim, seconded by Edith. Unanimous.

**Treasurer’s report**“*Love is the only gold*”- accepted as presented.

**Director’s report**“*Knowledge comes, but wisdom lingers*” -

Stats: Circulation

Circ through APR	2009	2010	% Change
General Circ	78,249	88,082	12.6 % increase
Downloadable Audio	643	700	8.9 % increase
Total Circ	78,892	88,782	12.5 % increase

Stats: PeopleCounter

People Counter	2009	2010	% Change
Through APR	59,601	67,336	13% increase

Stats: Pub

Public PCs	2009	2010	% Change
Through APR	8595	8381	2.5% decrease

(Does not include use of wireless network)

**Personnel**

- Library Pages. Respondents to an informal survey indicated their salary ranges for Pages are \$7.25 to \$9.67 (Salem and Bedford) and \$9.67 through \$13.63 (Amherst). Our current range is \$7.83-\$11.69. T. Shea was due for her 1 yr anniversary raise in January—before the March town decision/vote for salary freezes. She currently makes \$7.83/\$8.62(Sun) and was hired for 5 hours/week. A 3% raise would up her rate to \$8.06/\$8.88(Sun) for 52 weeks. The difference b/n old rate and new comes out to about \$60 for the year. All other staffers had 1 year anniversaries which occurred after the March vote for salary freezes. Mary made a motion, seconded by Mike to have Michelle make an adjustment to Theresa’s salary retroactive to her January 1 year employment anniversary date.
- Nametags – the staff, at the request of the trustees, will begin to wear nametags identifying them by their first names. Michelle will also purchase some “Volunteer” name tags as well. There will need to be a revision to the appropriate policy stating this new employee requirement.
- Background checks – Michelle will contact Susan Taylor at the Boys and Girls Club to find out what their employee background check procedure is. Michelle would like to upgrade our background check from a state to a federal check, which involves a higher intensity look and cost. Currently the town only requires a state check. This will be discussed at the next trustee meeting.

**Facilities/Collections**

- Launched “byki” (stands for Before You Know It) language database today. 80+ languages and ESOL available from any computer with an internet connection.

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**Systems**

- One 1 pc still down (Children's Room). Michelle will be interviewing an IT consultant (Mike Tupek) tomorrow for backup assistance to current consultant/staff.

**Programs: upcoming**

- Children's: Stuffed Animal Sleepover a huge hit. Pictures on our flickr page (widget for it on our home page). Most programs ending by Memorial Day until Summer Reading kickoff in mid June.
- YA: Teen Writing Club (May 21); Chicks with Sticks Book Club reads The Declaration by Malley (June 3); Teen Animanga Club (June 8).
- Adult: Evening Book Club hosting local author Sylvie Kurtz (May 25); Uncovering the Mystery of Yoga (May 25).
- Teen Summer Reading request from K. Spofford: the high school librarian indicated to our YA Librarian that many teens are not coming to the library or using their cards because they owe fines. Katie will look at possible solutions to this problem.
- Newsletter: since instituting Constant Contact for our newsletter in November 09, we've had many positive comments and have a current subscriber list of over 200 and growing. We're able to run reports and our "open" rate is approx. 25% above other organizations in our category. The only downside we have found is that there's no way to print out a brochure copy, however we were finding that not many people were actually picking up the brochures when we put them out at the library and town hall.

**Other**

- BOS semi-annual "State of the Library" report currently scheduled for June 14 @ 6:30pm.
- The library will not be a site from which to purchase tickets for town events. Tracy Bardsley, Director of the Downtown Ongoing Improvement Team (DO-IT) had requested that the library sell tickets to the Taste of Milford event.
- Library cards will not be issued to members of local service groups unless they are already eligible under the current policy of being either a resident, and employee or property owner in Milford.
- M. Sampson was nominated for Secretary of GMILCS. This will require her being away 1 full day per month.
- Staff meeting scheduled for next Thursday.
- Summer hours begin next weekend with the Memorial Day holiday (no Sundays until September).

**Old business** "*Tis not too late to seek a newer world*"

- 91 Nashua - Status quo. J. Trafford will be checking in with electrician for scheduling work referred to in last month's report.
- CIP – Michelle will submit the current library renovation plan to the CIP (Capital Improvement Plan) committee along with a note that the trustees are continuing to refine the scope of the renovation. Tim Finan said that the BOS will be more involved with the CIP committee and its findings.
- Renovation – Mary, Chris, Michelle, and Joel Trafford, facility manager, met with Dennis LaBombard, a structural engineer, on Friday May 14<sup>th</sup>. He spent some time walking around the library and then looked at all the structural plans for the library. He took a copy of the plans to study at home and to make digitized versions for us. Dennis will have a proposal for us of what he can offer in the way of assistance in our renovation plans. His immediate response to our question of whether or not we can expand vertically was "yes". He also told us that there is no real significance in savings to build vertically rather than increase the existing footprint. But since land is a premium on the site, we are better off to build vertically if possible, allowing for needed additional parking. Dennis should have a proposal available by the end of the week, which Chris will send to the trustees. This will be in time for the next scheduled trustee work session on May 25<sup>th</sup> at 6:30.

**New business** "*Let the great world spin for ever down the ringing grooves of change*"

- Bill Parker, Community Development Director, presented information about the planned South Street improvements. Part of this project will involve bringing utility lines onto the library property along the south property line and installing 2 new poles. Mike made a motion, seconded by Mary to grant the easement to the town. Approval of the motion was unanimous, but merely a formality, as the library property is town property.

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- Structural Engineer Request for Proposal - Discussion about the need to send out RFPs to other structural engineers. It was decided that the consultation with Dennis LaBombard did not warrant any additional RFPs.
- Alternate to the Trustee Board – after discussion about the legality and practicality of having alternates to the board, Kim Paul was welcomed as the board’s first alternate. Mike made a motion, seconded by Mary to submit Kim’s name for consideration to the Board of Selectmen for approval.

**Meeting adjourned** “*Words, like nature, half reveal and half conceal the soul within*” at 9:10

Next meeting is June 15, 2010 at 6:30pm. *’Tis better to have loved and lost than never to have loved at all*”. Sarah will bring pizza.

Minutes prepared by Chris Costantino with assistance from Alfred Lord Tennyson