

# Wadleigh Memorial Library Trustees's Meeting

October 25, 2011

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

**Present:** Mary Burdett, Chair; Tim Barr, Chris Costantino, Edith March, Kim Paul, Kristie Popp, Sarah Sandhage, Mike Tule, Michelle Sampson, Library Director; Joel Trafford, Facilities

**Minutes:** approved as presented

**Treasurer's Report:** approved as presented

- The NH State Library's line item amount for reference and databases has been cut. Local libraries are working together to replace the most missed references, such as Heritage Quest.

## Director's Report

### Stats: Circulation

Circ through AUG	2010	2011	% Change
General Circ	202,310	191,262	5.5 % decrease
Downloadable audio & ebooks	1830	2794	52.7 % increase
<b>Total Circ</b>	<b>204,140</b>	<b>194,056</b>	<b>4.9% decrease</b>

### Stats: People Counter

People Counter	2010	2011	% Change
Through SEP	143,672	119,911	16.5 % decrease

### Stats: Public PCs

Through SEP	2010	2011	% Change
Wireless	609*	1494	
Public PCs	18,914	15,854	
<b>Total through SEP</b>	<b>19,523</b>	<b>17,348</b>	<b>11.14 % decrease</b>

## Personnel

- Replacement search for Mary Beth Choquette, Children's librarian – 27 applications were received. Michelle, Mary Beth, Mary Ann Shea, Kim Gabert, Katie Spofford and Diana LeBlanc are reviewing the applications.
- Staff meeting on Oct 6; Nov. 3 is the next one. There are an increasing number of patrons requiring more care than the staff is comfortable handling. Michelle will be bringing in Susan Mead of Greater Nashua Mental Health Center for the next staff meeting to give staff pointers on dealing with certain issues/patrons.

## Facilities/Collections

- The sidewalks that were torn up as a result of the gutter/drainage work have been repaved.
- The trustees signed a letter drafted by Tim and Mike that addresses the cuts to the van service: This letter will be included in the appendices of the package that Michael York, the State Librarian, is preparing for the legislature.
- GMILCS is hiring a private company for a one time pickup at a Manchester library, to retrieve stranded books due to the cut in the van service. The cost will be \$200.00
- Joel contacted the prison about having streetside library signs made. The cost is \$43/sign. He discovered that library signs can't be posted on state roads, which are all the roads into the Oval.

The MCAA banner located in front of the library can be moved by DPW and replaced with a library banner. Sarah will do the research and design a banner for the library. The signs and banner will be a visual aid for newcomers to finding the library.

#### **Systems -**

- Virus on one of the computers. Bruce, town IT staffer, will be coming to take care of this.
- Printer behind the staff desk is dying.

#### **Programs**

- September Project – A public outreach about the stolen letters resulted in many people dropping off replacements. Mitt Romney stopped by with a few letters as well. The whole package of necessities and letters will be packed up and shipped by end of the month. Postage has been partially subsidized by the American Legion in Nashua
- The Friends are spearheading a fundraiser called Wreaths around the Wadleigh. Wreaths are being made by local residents displayed throughout the library, and then offered for purchase through a silent auction. The auction is scheduled for the same weekend as the Holiday Fair – first weekend in December.
- Host Homes has moved from the Annex. DO-IT is expected to move in.

#### **Other**

- 21 Nashua street – Michelle will talk to Nate Carmen, BOS chair, to determine how the library can move forward concerning this property. Kim Gabert and Sarah have been watching the local papers for any notices of movement.
- Michelle sent notes of the NELA conference that she attended to the trustees.
- Michelle will be on vacation Nov 26 – Dec 5. Mary will not be at the next trustee meeting.

#### **Old Business**

- 91 Nashua Street – Sarah will be taking pictures of the demo. Michelle will notify the trustees when she is told when the demo crew will be coming.
- Long range plan: the Team has met and decided that a survey is needed. The last survey was done in 2003.
- CIP – Michelle sent out the latest CIP report. The CIP committee approves of our project and scheduled the library for 2015. Mary has an email request in to Dawn for an appointment with the BOS. Chris and Tim will discuss size of the rendering. Chris will talk to someone in the town hall for an estimated cost/household for the renovation/expansion.
- Social Media Policy from the town. Kristie will look at this closely and talk to Tim Finan if she has any questions. She will have recommendations for us for the next meeting.
- Budget – see treasurer report.
  - Michelle will ask Jack, Finance Director, for guidance on how to show the voluntary cuts in the budget which the trustees made per Guy Scaife's, town administrator, request. Our budget report indicates that money is still available for the trustees to spend.
- Sarah brings pizza next month.

**Meeting** adjourned at 9:20.