

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

**Present:** *There's no limit to how complicated things can get, on account of one thing always leading to another.*

Mary Burdett, Chair; Chris Costantino, Deborah Faucher, Jennifer Hansen, Sarah Sandhage, Michelle Sampson, Library Director.

**Minutes:** *The only sense that is common in the long run, is the sense of change and we all instinctively avoid it.*

Approved as submitted on a motion by Jen and seconded by Deb. Unanimous

**Treasurer's Report:** *Prejudice is a great time saver. You can form opinions without having to get the facts.*

- Approved as presented.

**Stats: Circulation**

<b>Circ through JUNE</b>	<b>2011</b>	<b>2012</b>	<b>% Change</b>
General Circ	124,284	121,687	2.1 % decrease
Downloadable audiobks	1331	1298	2.5 % decrease
Downloadable ebooks	565	1369	142 % increase
<b>Total Circ</b>	<b>126,180</b>	<b>124,354</b>	<b>1.4% decrease</b>

**Stats: People Counter**

<b>People Counter</b>	<b>2011</b>	<b>2012</b>	<b>% Change</b>
<b>Through JUNE</b>	<b>80,832</b>	<b>74,304</b>	<b>8.1 % decrease</b>

**Stats: Public PCs**

<b>Through JUNE</b>	<b>2011</b>	<b>2012</b>	<b>% Change</b>
Wireless	1023	1494	46 % increase
Public PCs	10,326	10,204*	1.2 % increase
<b>Total through JUNE</b>	<b>11,349</b>	<b>11,698</b>	<b>3.1 % increase</b>

3pcs down 4-8 wks in 2011; 3pcs down 3-4 wks in 2012

**Personnel:** *A good farmer is nothing more nor less than a handy man with a sense of humor.*

- Joel Trafford's job description was reviewed and updated to reflect the increased responsibilities he has assumed. He has a new job title as Facilities Manager with a commensurate elevation to a Grade 15 with an hourly rate of \$20.16/hour. This raise is effective August 5, 2012. This decision was made on a motion by Mary and seconded by Chris, unanimous approval of the board.

**Facilities/Collections:** *Analyzing humor is like dissecting a frog. Few people are interested and the frog dies of it.*

- Elevator phone: it was discovered during the annual inspection that the phone in the elevator is not working. We have 30 days from July 9 to comply. The lack of service is likely tied to some preliminary work that was done to get us on the town's phone system. Bruce Dickerson (Town IT) has called Fairpoint and initiated the process of restoring the service. It should be done by the end of this week or early next week.
- Painters: Thursday, July 19- Friday/Saturday, July 20/21.

- Children's room
  - Lighting project: on schedule for the week of August 13<sup>th</sup>. Room will be closed and parts of the collection relocated to Keyes Room.
  - Re new furniture: Children's Staff and Michelle met with Tucker Library Interiors rep; they have chosen the furniture, laminates/finishes and are awaiting fabric swatches.
  - J. Trafford created a side by side desk in the Children's Room office.
- Photocopier: the 2<sup>nd</sup> (closest to Reference Dept) copier has finally died. Michelle is getting a refurbished copier with coin op machine. Cost is approximately \$3500—the same amount paid when the main copier was replaced in 2009--and as with the main copier, the library will own both units outright rather than leasing them to own. The only cost going forward is the annual maintenance contract (\$1400-1500/year depending on whether or not staff exceeds the allotted # of copies) and paper. The library keeps all revenue—which is funding the cost of this refurbished unit.
- Fountain conservation project: in order to be eligible to apply for any state or federal grants for the conservation work (this includes the LCHIP grants which were just announced), the statue first needs to be assessed by a professional conservator. The NH Preservation Alliance has grants to pay for an assessment (they can be quite pricey) but in order to apply for an NHPA grant, the fountain needs to be listed--or be eligible to be listed--on the State or Federal Historic Register. As Maggie Stier, Milford's Field Service Representative wrote:  
"First you do the forms to determine eligibility for the State Register of Historic Places. A determination of eligibility (DOE) from the NH Division of Historical Resources will then allow you to apply for a grant from the NH Preservation Alliance. If awarded, that money will help you get an assessment of the sculpture's condition and recommendations for treatment (what needs to be done to restore it). You will want to get an estimate for that assessment from a qualified conservator because you need to know how much money to ask for in your grant application (you must match the grant at least 1:1). Another requirement of our grant program is that our field service rep (me!) makes an on-site visit. Michelle plans to meet with Maggie early next week to learn how long it takes to be determined eligible."

#### **Systems** *Be obscure clearly.*

- Microtime has bailed out on setting up the router at the Library to connect the phone system; they just didn't have the Cisco expertise. Town IT Dept is trying to identify a company that they can utilize to do this kind of specialized IT work and have it done correctly. He's waiting for a call back from Brian Davis (Bedford IT) about the Portsmouth area company he uses and has had great success with.
- Bruce has been working on the Windows 7 PC's for use in the public area. He has concerns about their being able to access files and folders on the server. He checked the current setup in the existing public PC's and a knowledgeable user could access the server files and cause serious problems. He may have to play with the file security settings on the server. This is made difficult by the fact that the server is not really a server. It is just another Windows XP PC in a workgroup setting. This makes file security and sharing more difficult. Michelle will finish up with the two new Windows 7 PC's by Thursday; they will be put in place and tested.
- We still have 2 public pcs down: 1 in Teen Area; 1 in Reference (down approx. 2 months).

#### **Of Interest:** *English usage is sometimes more than mere taste, judgment and education - sometimes it's sheer luck, like getting across the street.*

- Staff meeting held June 28<sup>th</sup>.
- Friends of the Library to meet July 25<sup>th</sup>.
- MS heading to PA on Wednesday, August 8<sup>th</sup> and plans to return to work for Monday, August 13<sup>th</sup>.

#### **Ongoing Discussions:** *I arise in the morning torn between a desire to improve the world and a desire to enjoy the world. This makes it hard to plan the day.*

- Dream Night at Fenway –
  - tickets are slowly being sold. No good reason and not for lack of trying....Mary and Kim sold 40 at County Stores, Kim and Chris sold 17 at the Farmer's Market, Laura Burdett sold 9 at the Family Day at Keyes (thank you, Laura!!) and Chris sold 3 at the Odd Fellows meeting. The Odd Fellows

will post a notice of the fundraiser on their sign board which overhangs the Oval sidewalk. Jen and Deb will be selling at Stop and Shop on Saturday.

- Tim Finan, BOS representative to the library, will draw the winning raffle ticket on Aug. 1 at 6:30pm
- Mary got formal permission from the BOS to hold this raffle – no one has ever asked for permission before.
- CIP
  - Mary will talk to Bill Parker, Community Development Director, about the possibility of meeting again with the CIP
  - Future CIP presentations should be accompanied by colorful renderings of the proposed expansion, an updated power point, and ensure that all parties have their proper packets of information.
- CFC- Community Facilities Committee
  - The trustees reviewed Jen's drafted Charge for the BOS to the Facilities Committee. Mary will send it to Tim Finan and Bill Parker for submission to the BOS.

**Meeting Adjourned at 8:30** *Writing is an act of faith, not a trick of grammar.*

**Next meeting:** August 21, 2012 - food at 6:30; meeting at 7:00 . Sarah has pizza detail.