

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

Present *Common sense is not so common.*

Mary Burdett, Chair; Chris Costantino, Deborah Faucher, Jennifer Hansen, Kim Paul, Michelle Sampson, Library Director. Tim Finan, BOS Representative Sandra Sandhage and Mike Tule, excused

Minutes: *Don't worry about the world coming to an end today. It is already tomorrow in Australia.*

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

Treasurer's Report: *No problem can withstand the assault of sustained thinking.*

Approved as presented.

Stats: Circulation

Circ through OCT	2011	2012	% Change
General Circ	211,649	205,748	2.8 % decrease
Downloadable audiobks	2224	2021	9.1 % decrease
Downloadable ebooks	883	2397	171.5 % increase
Total Circ	214,756	210,166	2.1 % decrease

Stats: People Counter

People Counter	2011	2012	% Change
Through OCT	132,233	122,282	7.5 % decrease

Stats: Public PCs

Through OCT	2011	2012	% Change
Wireless	1657	2613	57.7% increase
Public PCs	17,886	16,309	8.8% decrease
Total through OCT	19,543	18,922	3.2% decrease

***3pcs down 2 months in 2011; 2pcs down 4 months in 2012**

Personnel: *I hate women because they always know where things are.*

- Seven staff/trustees getting certified in CPR on December 1st; another half dozen or so will become certified on January 5th.
- Staff meeting scheduled for December 6th.

Facilities/Collections: *Judge a man by his questions rather than his answers.*

- Rika Smith McNally, professional conservator, was on site for assessment of the fountain on October 1st. Still awaiting report. Michelle will contact Rika for an update on her progress.
- Flag pole. There is only one quote for approximately \$2300. Tim F will check with his son's scout troop to see if there is a scout interested in taking on this project.
- Handicapped parking space. There has been a complaint from a patron concerning the handicapped parking. He would like to squeeze 2 cars into the space that has been appropriated for one car. He has been referred to the BOS for information.
- Earlier this year, Primex sent insurance adjusters out to survey the damaged book drop (damaged in 7/2011). WML will need to purchase the replacement book drop by year's end, even though it can't be

- installed until next year when the weather warms up again. Given patron, staff and trustee comments, the thought is that it will be replaced with a drop able to accept audiovisual materials as well as books.
- There was a pretty substantial leak in the elevator lobby after Hurricane Sandy. Facilities Manager Joel Trafford was able to fix it. This is the 2nd spot where there are leaks so Joel would like to have Therrien return next summer to more thoroughly repair both spots.
- Children's Room:
 - Beautiful, new furniture! There are a few odds and ends that need to be corrected/addressed on the punch list but overall, things went smoothly. Joel T. & Trina McLenon worked most of Veteran's Day to make things were installed in the correct places; Michelle was on hand late morning/early afternoon just in case she was needed (she wasn't)
 - Additional lighting in the children's room is complete.

Systems *The husband who decides to surprise his wife is often very much surprised himself.*

- Re phone system upgrade: Town IT Director Bruce Dickerson has been in touch with a company named "Internet & Telephone" in North Andover, MA. The Town pays them the annual maintenance fee for their NEC based VoIP phone system. They also have network (Cisco router) expertise. Bruce has laid out our network scheme to them and has asked them for a quote to install the new phone system and splice it into the Town's existing NEC/Sphere VoIP phone system. He's waiting to hear back from them.
- Re pcs:
 - We have received our shipment of the 5 Dell Optiplex 3010 PCs to replace staff machines. They are running Windows 7 as recommended by GMILCS for running Polaris in 2014.
 - We're looking into purchasing 4 new receipt printers for the circulation desk. These will save staff time in a number of ways: 1) The new receipt printers print faster than our current printers. 2) Since the last Polaris upgrade we have the option of not printing a receipt, but when we do need to print a receipt, it's printed out at the end of the transaction and takes some extra time. The speedier printers will help. 3) We are writing people's names at the top of each hold slip because the output from our current receipt printers is too small to read from the hold shelves, and the new printers have an option to print names in larger font. 4) The new printers are self-cutting, so staff would not need to tear the receipt from the printer.
 - We're also pricing out some new barcode scanners. We'll need them with the newer computers. Also, we don't have any back-up scanners in case one of our current scanners fails.
 - Joe from Microtime has been working to replace our old PACs with reconfigured machines and is close to being done with that.
- We've been looking into adding fax and scanning capabilities to our newest public photocopier. It would require running additional wiring which may be able to be done internally as time permits.

Of Interest: *I do not agree with what you have to say, but I'll defend to the death your right to say it.*

- Grant update: Late last week and early this week, we dropped off mobile libraries of large print books and a Bi-Folkal Kit each to Crestwood, the Elms and Ledgewood. I also emailed Brian Kriebel, the donor's representative, to update him on our activities to date.
- Friends of the Library to meet November 28 @ 7pm. Great article appeared in last week's *Cabinet* about the 2nd Annual Wreaths around the Wadleigh fundraiser. The Friends also managed to get a flat screen tv donated to the library courtesy of Walmart; it replaces an old behemoth used for programs. They're also going to be purchasing a flat screen tv to be mounted over the display case by the circulation desk; it will be used to run slides advertising upcoming library programs and other related library news; the funds are from the donation made by the same anonymous donor responsible for the Seniors Grant.
- Semi-annual BOS departmental update scheduled for Monday, December 10. Tentative time of 5:45pm.
- Mary requested that Michelle give the trustees an update of how the library is meeting the requests of survey respondents. This is Michelle's list of what has been accomplished to date:

- Addressing patron comments from the survey administered earlier this year...I'm happy to say we've already made many changes based on the feedback we received. Here are some examples:

Respondents asked for:

- **More children's programs at night & during vacation:**
- We added monthly Night Owl Storytimes and Lego Block Parties during the week. While the Lego Block Parties have been well-received (15-25 attendees for each one); the Storytimes haven't been. Sometimes we've had 7...sometimes we've had no one. The Children's Room staff is going to continue playing around with times/activities though until they get something that clicks. Miss Letty just told me that instead of the Night Owl Storytimes they're going to try a more family-oriented activity program (like the Lego parties). They've also instituted more Saturday AM programs and they've been extremely well received. Miss Letty reports they're seeing people they usually don't see so that's excellent.
- **Movie Nights:** We've had 3-4 of them since the survey results came back—trying different times for each. Each one had about 10 people show up. Miss Letty's going to try a dinner (pizza) and movie concept next and I'm sure that will be huge. Miss Mary Beth and Miss Joan had pizza for special programs and it was always a big draw.
- **More children's programs for ages 7-12:**
- We've added art and science based programs as well as another book group to accommodate kids fitting in this age group (courtesy of Miss Trina). They've all been a HUGE HUGE success. I think we were all surprised by that. There's actually a waiting list for the science programs (!!)
- **Arrangement of books in children's section is confusing:**
- The entire room has been re-arranged now AND we have all new furniture to boot. Patrons are LOVING the new look.
- **Kid sized seats for young readers to spend time:**
- Check!
- **Improve website:** YA Librarian Katie Spofford worked hard learning WordPress and revamped the entire website.
- **Healthy living programs:**
- We have one coming up next month: *Master Class: Living Longer, Stronger, and Happier*
- **RE E-books:**
- **"Support kindle"**
- That was dependent on our vendor and out of our control but it all works well now. Ebooks can be used on any ereader device.
- **"I also have recently down loaded books to my kindle but again there appears to be nothing recent and the backlog as to when something available is long."**
- We'll be debuting the 3M ebook module the very beginning of January. It was supposed to happen in October, but the company has kept pushing back the "go live" date. Since these titles will only be available to GMILCS patrons, they won't be competing with the 150+ NH libraries and ***their*** patrons for the titles. Yes, there will be backlogs but it will only be GMILCS patrons waiting so the wait will be much shorter.

Ongoing Discussions: *Faith consists in believing when it is beyond the power of reason to believe.*

- Facilities Committee update – meetings with the new Facilities Committee went well. The next meeting will be Nov 28 for the Nuts and Bolts and Dec 3 for the Vision Group.
- Professional Fundraiser – Michelle will call Greg Palmer, who is the Director of Fundraising at Southern New Hampshire University, to confirm that the Trustees would like to work with him. The trustees unanimously approved Greg's proposed work order. The trustees will set up a meeting with him after the next round of Facilities Committee meetings.

- Code of Conduct – Michelle distributed a draft of an Unattended Children Policy **for the trustees to review before the next meeting**. Deb noticed that there was no stated consequences for parental non-compliance. The term “unattended” isn’t really defined.
- Strategic Planning – Michelle will reserve time with Deb Hoadley in March. D. Hoadley is a facilitator who works with groups who are working on their strategic planning.
- Staff holiday gifts – Michelle will get the usual (and greatly appreciated) staff Christmas gift.
- Michelle passed around the 2013 Calendar. All remains the same with the exception that the library will be closed on President’s Day (Feb 18) for in-staff training. The staff will use a floating holiday to have the available time.
- Michelle located the missing borings report from the 1986 addition at the office of Richard Smith, Architect. R. Smith returned them. Chris will get the reports scanned and digitized.

Meeting adjourned at 8:30 *The instruction we find in books is like fire. We fetch it from our neighbours, kindle it at home, communicate it to others, and it becomes the property of all.*

Unanimous Decision to go into Non-Public Session to discuss a personnel issue at 8:30. Came out of N.P.S. on the unanimous decision of the board at 9:00. See attached minutes below on Page 5.

Next meeting – December 18. Mike has pizza duty. He will be getting 2 pizzas unless he hears otherwise.