

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

Present *Marley was dead as a doornail*

Mary Burdett, Chair; Chris Costantino, Deborah Faucher, Jennifer Hansen, Kim Paul (Treasurer), Sarah Sandhage and Mike Tule. Michelle Sampson, Library Director.

Minutes: *No space of regret can make amends for one life's opportunity misused*

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

Treasurer's Report: *I will live in the past, the present and the future. The spirits of all three shall strive within me*

Approved as presented.

Stats: Circulation

Circ through NOV	2011	2012	% Change
General Circ	231,243	224,527	2.9 % decrease
Downloadable audiobks	2427	2163	10.9 % decrease
Downloadable ebooks	1004	2605	159.5 % increase
Total Circ	234,667	229,295	2.3 % decrease

Stats: People Counter

People Counter	2011	2012	% Change
Through NOV	144,755	133,895	7.5 % decrease

Stats: Public PCs

Through NOV	2011	2012	% Change
Wireless	1789	2997	67.5% increase
Public PCs	19,666	17,663	11.3% decrease
Total through NOV	21,455	20,660	3.7% decrease

Personnel: *Really, for a man who had been out of practice for so many years it was a splendid laugh*

- December 1st CPR training was cancelled due to Ambulance Dept. staffing shortage. Approximately a dozen staff/trustees will become certified on Saturday January 5th.
- Staff meeting held December 13th.
- Children's Librarian "Miss Letty" celebrated her first anniversary on December 12th.
- Assistant Children's Librarians "Miss Mary" & "Miss Trina" celebrate their first anniversaries on January 4th.

Facilities/Collections: *There is nothing in the world so irresistibly contagious as laughter and good humor*

- Rika Smith McNally, professional conservator, was on site for assessment of the fountain on October 1st. Still awaiting report. Have emailed and left phone message. No response to date.
- Purchase of new/replacement book drop: after consultation with Facilities Manager Joel Trafford, we will be purchasing a larger unit than our current one not only to accommodate the increased use (re capacity) since the purchase of the original unit over a decade ago, but to address future growth and the need for a drop that accepts both books and audiovisual materials. Per town hall instructions in re insurance money, the purchase will be by year's end even though installation cannot take place until spring. DPW has agreed to house the unit until installation.

Systems *I wear the chain I forged in life...I made it link by link, yard by yard; I girded it on of my own free will, and of my own free will I wore it*

- RE PCs:
 - IT Dept's subcontractor has configured our catalog PC's with a newer version of "Public Web Browser" (the "locked" down web browser that is recommended by GMILCS for the catalog PC's). Some initial snafus were fixed with a patch from the company.
 - IT Director Bruce Dickerson is running a 30 day trial of GFI Languard software which will automatically update all of the public PC's; so far it has worked out nicely.
 - Have started to replace staff PC's with the new Dell Windows 7 PC's. (Head of Reference) Kim Gabert is our initial "tester". With feedback from her, we will be able to image her PC and duplicate it onto the other new staff PCs to be distributed.
- New phone system
 - Bruce has been working with Facilities Manager Joel Trafford to have the CAT6 network cables run for the new phone system. Bruce has purchased two Cisco Routing books and is researching the proper setup for the Library's router. Will be contacting "Internet & Telephone" company to schedule a date for help with the Library's Sphere phone setup.
- New receipt printers have arrived; waiting for paper rolls to arrive before installing them at the circ desk.
- New barcode scanners have been ordered.
- Adding faxing/scanning capability to the new(er) public photocopier
 - Appropriate wires have been run and Conway Office Supply has dropped off the hardware needed; once the phone line is activated (IT Dept) and other lines terminated, Conway will send over a technician to install the hardware.

Of Interest: *It is not my business, Scrooge returned. It's enough for a man to understand his own business, and not to interfere with other people's. Mine occupies me constantly*

- Presentation to budget committee: Wednesday, January 2, 2013 @ 6:30pm, BOS Room.
- Next CFC meeting: Wednesday, January 9 @ 6:30pm, AV Room.
- Consultant Deb Hoadley (strategic planning) will be attending our next meeting, Tuesday, January 15, from 7-8pm.
- Tentative meeting date to begin the fundraising process with Greg Palmer: Monday, January 21 @ 7pm.
- Semi-annual BOS departmental update rescheduled for Monday, February 11, BOS Room. Time TBD.
- "Dark Matter & Energy" program held on Nov 28 had *71* people in attendance!! This may be a record for an adult non-Acoustic Café program
- Friends of the Library:
 - 2nd Annual *Wreaths Around the Wadleigh* was a whopping success. Had slightly fewer wreaths but netted a slightly higher profit this year.
 - Flat screen tv is up and running. So far so good; patron comments have been positive. Friends are also sending a card to the donor to let him know how they utilized his donation—specifically addressing how visually impaired patrons may benefit from program advertisements in a larger format.
- Library will be closed on Monday & Tuesday, December 24 & 25 and Monday & Tuesday, December 31 & January 1 for the holidays.
- Michelle will be away for the holidays Saturday, December 22 through Wednesday, December 26 and Friday, December 28

Ongoing Discussions: *He was conscious of a thousand odors floating in the air, each one connected with a thousand thoughts, and hopes, and joys, and cares, long, long forgotten.*

Unattended Child Policy

Continued discussion about the Unattended Child Policy. With the changes suggested by different trustees, it is very similar to the existing Code of Conduct. Michelle will change the minimum age of a child who may be unattended to **8 and under**. She will email the revised Policy to trustees for final approval at the January meeting. This section of the Code of Conduct Policy will be copied out as a separate Unattended Child Policy to be displayed on the electronic bulletin board.

Denise was a trustee for many years and the founder and initial funder of the Library Development Fund. The trustees sent a sympathy card to her god daughter in care of the church handling the memorial service in North Carolina.

Facilities Committee and subcommittees

The Nuts and Bolts subcommittee recommended that Scott Cornet meet with Dennis LaBombard, structural engineer, for confirmation that the renovation could go under the existing 1986 addition as proposed by Scott. Scott and Chris met with Dennis LaBombard who viewed the modeling that Scott has done. His recommendation is that WML contact Many Penny Architects to see if this particular footprint would meet the library's programming needs. He will be glad to do the structural engineering once the trustees are decided that this is a design concept to develop. Scott has asked a contact from Jennings Construction for a rough cost estimate for the excavation under the 1986 addition.

The Vision subcommittee met and laid out a plan for community outreach. The suggested timeline is:

- Cost estimate from Jennings Construction by mid-January
- Decision to continue with Plan S – excavation, construction and renovation of new design proposed by Scott Cornet – by end of January
- End of March – design ready for cost estimates
- May 1 – estimated budget for Plan H and Plan S
- Public event to begin the outreach and fundraising in May/June, which ties in with the CIP timeline.

In-House Staff Training Day

Plans are progressing and the staff is excited. Michelle would like to have an e-book training session and emergency drill training. She is hoping that the staff have some suggestions for session topics.

Meeting adjourned at 8:30 *God bless us, everyone!*

Unanimous Decision to go into Non-Public Session to discuss real estate issue at 8:45. Came out of N.P.S. on the unanimous decision of the board at 9:00. See attached minutes below.

Next meeting – January 15, 2013. Mike has pizza duty. He will be getting 2 pizzas unless he hears otherwise.