

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

Present *There is a wisdom of the head, and a wisdom of the heart.*

Mary Burdett, Chair; Chris Costantino, Deb Faucher, Kim Paul (Treasurer), Sarah Sandhage and Mike Tule. Jennifer Hansen, excused. Michelle Sampson, Library Director. Greg Palmer, Fundraiser. Brenda Santiago

Minutes: *Reflect upon your present blessings of which every man has many - not on your past misfortunes, of which all men have some.*

Approved as submitted with amendments. Unanimous

Treasurer's Report: *No one is useless in this world who lightens the burden of it to anyone else.*

Approved as presented.

Stats: Circulation

Circ through Jan	2012	2013	% Change
General Circ	19,282	19,144	.71 % decrease
Downloadable audiobks	228	185	18.9 % decrease
Downloadable ebooks	229	312	36.2 % increase
Total Circ	19,739	19,641	0.5 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through Jan	11,881	11,579	2.5% decrease

Stats: Public PCs

Through Jan	2012	2013	% Change
Wireless	204	200	2% increase
Public PCs	1697	1388	18.2% decrease
Total through Jan	1901	1588	16.5% decrease

Personnel *It was one of those March days when the sun shines hot and the wind blows cold: when it is summer in the light, and winter in the shade.*

- First staff in-service day was a success. The customer service workshop presented by Primex was excellent
- Staff meeting scheduled for March 21st.

Facilities/Collections *Life is made of ever so many partings welded together.*

- A crew from DPW helped Joel Trafford, Facilities Manager, with repainting many interior portions of the building and helped clear one of the storage rooms.
- Michelle was given another name to contact about the fountain restoration. He may not be interested in such a small project, but Mike suggested that Michelle ask for recommendations of someone to contact.

Systems *An idea, like a ghost, must be spoken to a little before it will explain itself.*

- The IT subcontractor who has been assisting Bruce Dickerson, IT Director, has left Microtime. Bruce will be working with a new person.
- Phone system is scheduled to be installed on Monday, Feb 25.
- Cat-6 faceplates and connectors for the wall outlets have been purchased. Bruce will show Joel how they are "punched down", so that Joel can do the installations.

- The remaining staff PCs will be updated in the upcoming weeks
- There is an issue with the GFI Languard updating the public PCs. Bruce will be in touch with them to fix the problem

Of Interest: *Fan the sinking flame of hilarity with the wing of friendship; and pass the rosy wine.*

- Community Facilities Committee will meet Feb 20, at 6:30 in the Banquet Hall
- Development Fund meeting Tuesday, Feb 26 at 7:00. Greg Palmer, Fundraiser, will be attending
- Deb Hoadley, Strategic Planner, will be leading work sessions on April 3, April 17 and May 8 from 7pm to 9pm at the Police Station. Michelle is assembling the group which will attend the sessions. Brenda Santiago said that she was willing and able to attend. Michelle will add her name to the list.

Ongoing Discussions: *Vices are sometimes only virtues carried to excess!*

1. Greg Palmer updated the trustees on what he has been doing for the last month
 - a. He has received the background materials from Michelle to start drafting the “story” from which he will draw material for different grants and outreach documents.
 - b. He has begun the research for funding sources, both private and corporate; national and local
 - c. He is working on a fundraising plan and will start to develop the elements of each bullet point action of the plan
 - d. He will meet with the volunteer fundraising subcommittee once it is formalized
 - e. He will research what percentage /balance between public and private funding other library renovations have used.
 - f. He has worked with ProCon Inc, a large design/build construction company
2. Facilities Committee Update – Mary reviewed what has been done so far at the facilities committee meetings
 - a. Mary contacted Many Penny Architects (MPA), Brian and Alyssa Murphy, to see if they would be interested in looking at Plan H and Plan S from a programming perspective. They are available and would like to work with the trustees.
 - b. Mary sent Plan S documentation to MPA for their review. They will also look at Plan H. The goal is to determine whether or not Plan H and/or Plan S floor plans will meet the library’s programming needs. She also sent the results of the 2012 survey for Brian and Alyssa to incorporate into their programming review.
 - c. The library collection will need to be moved for at least 8 months, and for as long as 18 months. Plan H will be completed more quickly than Plan S. This will be an added cost. Would this added cost and inconvenience cause the trustees to reject Plan S at this point? After discussion, the trustees decided to continue with investigating Plan S. Michelle is trying to find relocation costs that other libraries have incurred.
3. Code of Conduct Policy – Mary made a motion, seconded by Sarah, to approve the amended Code of Conduct Policy. Unanimous
4. Staff Security Policy – after discussion, the trustees decided that this wasn’t a policy, but rather a staff procedure. The updated document will be removed from the Library Policy Manual. Michelle will select another policy which she will send out to the trustees to review for discussion at the next meeting.
5. Flagpole/Scout Project – Kim saw Josh’s mother at the grocery store. Josh, the scout, is still interested in doing the project but wasn’t sure about the scope of the project. Kim told his mother to contact Joel.
6. Trustees, on a motion by Chris, seconded by Deb, moved into non-public session for personnel reasons. Non-public session concluded at 9:45.

Meeting adjourned at 9:45pm *There are books of which the backs and covers are by far the best parts.*

Next meeting – March 19, 2013. Jen has pizza duty.