

Wadleigh Memorial Library

Meeting Minutes

4/16/13

Present: Chris Constantino, Deb Faucher, Sarah Sandhage, Jen Hansen, Kim Paul, Michelle Sampson, Mike Tule, Wayne Hardy, Kevin Federico

Kim called the meeting to order at 7:00.

Welcome to Kevin Federico – our new BOS representative!

The minutes from the March meeting were approved as amended. (Wayne moved, Sarah seconded).

Greg Palmer attended our meeting with an update on fundraising. He has identified 20-25 foundations that might support us, has developed a grant proposal and established a proposal for local businesses to take part. He is also looking at state funding and rural development grants. He has been doing a lot of research. He needs the scope of the project and feels this will come together with on-going talks with the CFC. Potential individual donors are also being identified. We continued talking about a “community challenge” with a direct mail piece. Greg feels that state money will be a challenge and sees this as an individual and business-based campaign. After the Strategic Planning session, Greg will finish his template. He wants to meet again with the CFC members and meet with the Development Fund. He questioned whether or not the town will give us access to their mailing lists. He asked us to think of members of the community to contact for giving donations.

Treasurer’s Report: Deb presented her report.

Director’s Report:

Director’s Report

Stats: Circulation

| Circ through MAR | 2012 | 2013 | % Change |
|-------------------------|-------------|---------------|-----------------------|
| General Circ | 60,434 | 58,583 | 3.06 % decrease |
| Downloadable audiobks | 681 | 553 | 18.8 % decrease |
| Downloadable ebooks | 707 | 1016 | 43.7% increase |
| Total Circ | 61,822 | 60,152 | 2.7 % decrease |

Stats: People Counter

| People Counter | 2012 | 2013 | % Change |
|-----------------------|---------------|---------------|------------------------|
| Through MAR | 38,189 | 35,688 | 6.55 % decrease |

Stats: Public PCs

| Through MAR | 2012 | 2013 | % Change |
|--------------------------|-------------|-------------|----------------|
| Wireless | 725 | - | |
| Public PCs | 5083 | 4042 | 20.5% decrease |
| Total through MAR | 5808 | 4042 | |

Personnel

- No staff meeting in April due to schedules. Staff meeting to be held Thursday, May 2. Department head meeting date pending sorting out of schedules.
- Staff has been participating in the strategic planning exercises (the same ones as the community focus group) on an ongoing basis by way of email/brainstorming posters in the staff area.
- All department heads were interested in and attended the NHLA Spring READS Roundtable held on April 5. Topic this year was “How Far Do You Go?” (when helping patrons, dealing with needy or problematic patrons, etc).

Facilities/Collections:

- Flagpole.
- Regarding the fountain: Gregory Curci and Nina Vinogradskaya will be on site to assess the fountain either the last week of April or first week of May. Facilities Manager Joel Trafford noticed that 2 of the 4 lions on the fountain which function as the lower water spouts were tampered with and pulled out. Fortunately vandals-to-be couldn't get them off of the pipe. The 2 lions are now in my office; the other 2 remain secure.
- Re Children's Room chairs: replacement chairs are due to be shipped on May 3. Vendor had an issue with a supplier and didn't realize any of the shells had made it out “into the field.”
- Vendor is currently replacing all of the 25 year old smoke detectors still in the building (past due—per code—approximately 20 detectors). Heat detectors are staying; we've replaced about 4 of the 15.
- Due to spacing issues, we switched around the locations of the DVD collection. Joel also repurposed some materials to create display slat wall units to draw attention to the collection. We're awaiting arrival of the endcaps which fit into the slat wall.
- Our new book drop has arrived and is currently being stored at DPW until it can be installed the beginning of June. Joel met Tucker Library Interiors at DPW to inspect the unit (aok). It will require pouring a new cement foundation given the slight change in location, in addition to tearing out the old drop's foundation and repouring it. At the same time, DPW will be tearing out, repouring, repaving and widening our walkway (the frost heaves are pretty bad!).

Systems:

- Town IT Director Bruce Dickerson has been finishing up with the phone system settings to make sure everything is set up correctly. Dave (the new Microtime subcontractor) has set up routing between the Library and the Town networks. We should be able to install and utilize the Sphere PC Client software on the Library computers. Additionally, we should now be able to connect to Munis directly without having to use the Sonicwall VPN client. These will all be tested out this week.
- Dell has been contacted about the dead Children's Room PC. They are sending a tech out to replace the power supply and system board.

- Bruce has spoken with staffer Kim Gabert about obtaining statistics documenting use of our wireless network. There are wireless vendors who provide that kind of service as well as central “cloud” setup for multiple access points. He’ll look at prices and come up with a best “bang-for-the-buck” solution.
- Kim has contacted Conway to install the fax module as it was more complicated than Bruce anticipated. He will make sure they have a live phone line when they arrive tomorrow (Wednesday).
- Remaining 3 staff PC’s and GFI Languard software still to be replaced late this week or early next week.
- We now have 3 Thin Clients running, two in the Children’s Room and one near the DVDs.
- Kim will be meeting with GMILCS staff to discuss other options for customizing our view of the catalog (limiters, etc).
- Ref-4 in our public area is out of service until Bruce can examine and/or re-image it.

Programs: Check the calendar for last minute changes or additions. Note--regularly scheduled storytimes are on hiatus during School Vacation Week April 22-26. A sample of what’s coming:

- **Children’s:** Art Afternoon (Apr 19); Planting Day (Apr 20); Family Movie Night (Apr 22); Book Bingo (Apr 23); Clay Art Time (Apr 24); Lego Block Party (Apr 25); Minute-to-Win-it (Apr 26); Mad Science (May 10); PAWS to Read (May 11).
- **YA:** Pizza & Pages Book Club reads Falls’ *Dark Life* (Apr 25); Chicks with Sticks Book Club reads Rossetti’s *Girl with Borrowed Wings* (May 2); Dr. Who Fan Club (May 7); Gaming (May 8); Anime Club (May 14).
- **Adult:** Knit 1, Crochet 2 meets 1st & 3rd Mondays of each month; Spanish Conversation Group meets each Tuesday; final Acoustic Café of the season (Apr 20); Evening Book Group reads Ford’s *Corner of Bitter and Sweet* (Apr 23); Ben Kilham: *Black Bear Behavior* (Apr 30); Morning Book Group reads Theroux’s ***The Great Railway Bazaar: By Train Through Asia* (May 9).**
- AARP Free Tax Assistance (May 7)-Low Income Property Tax Rebate Assistance.
- National Library Week through this week—Food for Fines benefiting Bridges.

Other

- Community Facilities Committee to meet Wednesday, April 24th @ 6:30pm in the Keyes Room.
- First strategic planning focus group went very well. Upcoming meetings are Wednesdays April 17 and May 8 from 7-9pm at the Milford Police Dept Community Mtg. Room. We’ve been requested to park in the adjacent municipal lot to the MPD.
- Groundbreaking ceremony for the new ambulance facility to take place at 9am on Saturday, April 27th. The site is directly in front of SHARE and next to Advanced Auto Supply on Elm Street.
- NHSL Annual Report due April 26th.
- Patron issue.
- I will be out of state on Sat., May 11 through Tue, May 14 and Thur., May 23 through Mon., May 27.

Flagpole: Michelle wants to get moving on this. We have about \$2,000 for this project. Michelle got two quotes. Classic Signs came in around \$3,200 (flagpole, plaque, granite holder). We have not heard back from our Eagle Scout. We need to make up about \$1,100 for this over what he have from the memorial contributions. This could come from fine money. We discussed how the plaque would look. Chris was worried about extra lawn care work for Joel and kids potentially defacing it. We discussed and decided to go with Classic Signs on this.

Fountain: See Director’s Report

Terry Knowles: She is willing to come and do an evening presentation. We discussed doing this through the Souhegan Valley Trustees Network. We talked about doing this in June. Chris volunteered to contact Terry about potential dates of June 12 and June 19. We would host the regional meeting.

Strategic Planning: This is going well. Members find it interesting to get the perspectives of the people in the community. Michelle went over some of the findings with the staff and the staff is also generating their thoughts.

We voted to go into Closed Session at 8:51 pm. (Kim moved, Chris seconded)

We came out of Closed Session at 9:30 pm.

Next meeting will be held on May 21, 2013

Respectfully submitted,

Jennifer Hansen

Secretary