

# Wadleigh Memorial Library

## Trustee Meeting Minutes

October 15, 2013

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

Kim called the meeting to order at 7:01 p.m.

Joel Trafford joined us to discuss the handicapped parking spot issue. We talked about whether we should shade in the entire handicapped spot in blue paint, so that people know that there is only one handicapped spot. The other spot is for delivery vehicles. Joel thinks we should define the space better. We talked about the possibility of making one of the spots on the street another handicapped spot. Sarah suggested making the lines on the delivery vehicle spot more defined, or stencil "no parking" there. We decided to make the delivery spot wider and to paint the blue handicapped logo to denote the one parking spot. We will call the DPW to see if they have any paint for us to use.

Building project update: Ron sent over his notes from our last meeting and his meeting with the staff. We meet again with him next Tuesday evening.

Chris moved to accept the minutes from last month's meeting. Deb made second motion, and everyone voted in favor.

Deb presented her Treasurer's Report.

Michelle presented her Director's Report (see below):

### DIRECTOR'S REPORT

#### Stats: Circulation

<b>Circ through SEP</b>	<b>2012</b>	<b>2013</b>	<b>% Change</b>
General Circ	185,527	181,351	2.3 % decrease
Downloadable audiobks	1852	1899	2.5 % increase
Downloadable ebooks	2191	3650	66.6 % increase
<b>Total Circ</b>	<b>189,570</b>	<b>186,900</b>	<b>1.4 % decrease</b>

#### Stats: People Counter

<b>People Counter</b>	<b>2012</b>	<b>2013</b>	<b>% Change</b>
<b>Through SEP</b>	<b>109,672</b>	<b>106,064</b>	<b>3.3 % decrease</b>

## Stats: Public PCs

Through SEP	2012	2013	% Change
Wireless	2047	1306*	*no stats Jan-May
Public PCs	14,846	12,660	<b>14.7% decrease</b>
<b>Total through SEP</b>	<b>16,893</b>	<b>13,966</b>	

## Personnel

- Need official vote to hire Tanya Roberts as the new part-time Assistant Children's Librarian, 20-25 hours/week at an hourly wage of \$15.18/\$16.70 (Sundays). Also need an official vote on the amended job description (emailed previously).
- Next staff meeting: November 21.
- Kim Gabert, Katie Spofford & Letty Goerner will all be attending NELA in Portland, ME, Oct 20-22.

## Facilities/Collections:

- Fountain: Marchesi Fund (Trustees of Trust Funds) requested more information. I informed them of the decision to include the cost of the restoration in our 2014 town appropriation. I asked them to table the request until we find out whether or not the Budget Committee recommends it to be removed. Still no response from Lions or Keyes.
- Supplemental van service: GMILCS voted to replace Granite State Shuttle with Freedom Express as our courier for 3 days of service/week. GSS broke the annual contract they signed in June when they requested a 90% increase in pay in addition to placing limitations on the amount of materials they were willing to move. Freedom Express is slightly more expensive; cost difference to be paid from GMILCS unrestricted funds this year.
- Handicapped parking.
- When we set the calendar for 2014, we need to re-evaluate keeping the library open during Pumpkin Festival and/or on the Columbus Day holiday.
  - Pumpkin Festival weekend: Many people assume we're closed since Nashua Street is closed to traffic from the Oval to School Street.
    - 2013 Sat: door count=143 / checkouts=180; Sun: door count=126 / checkouts=204.
    - As a basis of comparison, in September 2013 we averaged about 311 visits on Saturdays with 341 checkouts. Sundays in September averaged 195 visits with 298 checkouts.
    - PF weekend 2012: Sat. door count = 183; Sun. door count = 140
    - PF weekend 2011: Sat. door count = 134; Sun. door count = 180
    - I didn't run the circ numbers for 2011-2012 since I expect the ratio would probably be close to what we see for 2013.
    - Staffing weekends each day are 4-5 people building-wide for 4-4.5 hours each.
  - Columbus Day: While our Town Hall is open (though the Town Clerk's office is closed) and that day serves as a floating holiday for those staffers who have time off benefits, we are the only library in the GMILCS network that remains open. We do not receive delivery service since all other libraries are closed. All schools are closed along with all banks, post offices, etc. That said, we remain busier on that day than during the PF weekend and of course people are able to access us by car.
    - 2012 door count: 390 (avg of remaining Oct Mondays = 534)
    - 2011 door count: 461 (avg of remaining Oct Mondays = 551)

## Systems:

- The Tech Services PC has been upgraded to a new Windows 7 PC and seems to be working fine with the scanning device.
- The only remaining PC to be upgraded is the Reference Desk. That PC will be done tomorrow (10/15) when Microtime is scheduled to be here.
- B. Dickerson (Town I.T. Director) has begun the planning of upgrading and migrating our "server" in the next month or so. The library staff will become a "Windows Domain" setup versus the "Windows Workgroup" setup we are currently using. The new domain will be separate but have the ability to communicate and share information with our Town Hall Windows domain. This will allow utilization of some of the town IT Dept's volume license software.
- B. Dickerson has purchased (I.E. Kaspersky Antivirus) and allows us to utilize more of the phone system features (Spherical Client). Down the road (early next year), we could incorporate our email onto the town's Exchange Server. This would eliminate the email quota and spam issues we are having.
- B. Dickerson has identified a couple of wireless systems that he'd like to talk over with K. Gabert. We can then pick the best option to proceed forward with.

**Programs:** Check the calendar for last minute changes or additions. A sample of what's coming:

- **Children's:** Regular storytimes began again this week. Lego Party (Oct 17); Mad Science (Oct 18); Paws to Read (Oct 19, Nov 9); All-day Holiday Crafts (Oct 26); Grades 2-3 Book Group (Nov 4).
- **YA:** Pizza & Pages Book Club reads Poblocki's *Ghost of Graylock* (Oct 17); Dr. Who Fan Club (Nov 5); Anime Club (Nov 12); Teen Gaming/Wii Wednesday (Nov 13).
- **Adult:** Knit 1, Crochet 2 meets 1<sup>st</sup> Monday of each month; Spanish Conversation Group meets each Tuesday; Acoustic Café-Littlest Birds (Oct 19); Evening Book Group discusses Irving's *The World According to Garp* (Oct 27); Equilibrium: The Road to Publication (Nov 5); Find your way around the Healthcare Law (Nov 6).

## Other

- Borrower Cards & Circulation Policy; Fine & Rate Schedule
- Friends of the Library to meet Wednesday, October 23<sup>rd</sup> @ 7pm @ the Kallfelz residence.
- Souhegan Valley Expo at the Hampshire Dome: Thursday, October 17<sup>th</sup>, 2-7:30pm. The Library will be represented along with other town departments.
- Public Presentation of Town Hall Renovation Proposal Alternatives – Town Hall Board of Selectmen's room October 23<sup>rd</sup> at 6:00.

Jen moved to accept the new part time Assistant Children's Librarian and Kim made the second motion. All voted in favor.

Deb moved to accept the new job description for the new part time Assistant Children's Librarian. Sarah made second motion and all voted in favor.

We discussed the merits of staying open during the Pumpkin Festival and on Columbus Day. This is something we will revisit as we make the calendar for 2014.

We discussed hiring a private person/firm to help us with our IT issues. Michelle will bring this up to Guy for his opinion.

29 Nashua Street update: We are in the title search phase. We are hoping to close before the end of the month.

We voted on the following motion: The Wadleigh Library Board of Trustees gives our president, Kim Paul, the authority to execute and deliver on behalf of the Board of Trustees any and all agreements, documents, instruments, certifications and other such documents as are necessary in her discretion to complete the purchase of 29 Nashua Street, Milford, New Hampshire. (Chris made the first motion. Sarah made second motion and all voted in favor.)

Kim read into the minutes the following email from Guy:

**From:** Kim Paul

**Sent:** Friday, September 27, 2013 12:36 PM

**To:** Mike Tule; Sarah Sandhage; Deb Faucher; Wayne Hardy; Michelle Sampson; chris costantino; Jen Hansen

**Subject:** Update

Hi All,

Chris and I met with Guy this morning to try to clear up any misunderstandings there might be regarding our plans and his plans for 29 Nashua. We made it very clear that while we were willing to work with the town regarding the offices currently in the Annex, all housing for those departments is temporary. We explained that we do not have any plans to occupy 29 Nashua, we purchased the property with the idea that once we began our expansion, or before if we determined it necessary, both the Annex and 29 Nashua would come down. He was understanding and will be seeking other arrangements for those departments in the future. It is true that the plans they are considering for the town hall renovation do not include space for those departments but he also understood our concern. I also mentioned to him that we would not be conducting a building inspection and he was in agreement with that. His only concern there is that we do a walk through before closing to be sure that nothing has been dumped there and that no vandalism has occurred.

Mike made a motion to accept the new Borrower Cards and Circulation policy. Deb made second motion and all voted in favor.

Our next meeting will be held on November 19, 2013 at 7:00 p.m.

Respectfully submitted,

Jennifer Hansen

Secretary