

WADLEIGH MEMORIAL LIBRARY
TRUSTEE MEETING MINUTES
MAY 20, 2014

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

The meeting was called to order by Kim at 7:05 p.m.

Wayne made a motion to accept the minutes from April's meeting. Kim made second motion, and all voted in favor.

Deb presented her Treasurer's Report – we chatted briefly about other libraries that invest their money in places other than NHPDIP (Deb learned about this at the recent NHLTA conference). She offered to make a few calls to investigate if this would be a good option for our library. It was also taught at the conference that the Board of Trustees must start approving any gifts presented to the library and vote on this for the minutes. We also discussed creating an official investment policy.

Michelle presented her Director's Report. See below:

DIRECTOR'S REPORT
FOR TRUSTEE'S MEETING: MAY 20TH, 2014

Stats: Circulation

Circ through APR	2013	2014	% Change
General Circ	78,539	75,599	3.74 % decrease
Downloadable audiobooks	755	1011	33.9 % increase
Downloadable ebooks	1403	2022	44.1 % increase
Total Circ	80,697	78,632	2.6 % decrease

Stats: People Counter

People Counter	2013	2014	% Change
Through APR	47,938	41,820	12.76% decrease

Stats: Public PCs

Through APR	2013	2014	% Change
Wireless	-		
Public PCs	5666	4672	17.5 % decrease
Total through APR	5666	4672	17.5% decrease

Personnel

- Held a staff meeting/training on May 8 (Primex training) on dealing with communicable diseases and blood-born pathogens.
- Salary adjustments per Ruth Bolduc (HR/pls refer to email exchange).
- Regina Short to officially retire on May 29.

Facilities

- Sink hole!
- Plumbing issues (women's room sink is loose and rotting; sink in Tech Services-faucet needs to be replaced).
- Pistons on both front doors need to be replaced; main door damaged.
- Book drop doors: ongoing problems. Everything documented with photos and correspondence with vendor. Will likely need to write the company.
- Building project
 - CIP application
 - Fundraising
 - New dates for meeting with architect and BOS update (see end of report)
- Friday, May 23rd: high school student volunteers will be helping (Trustee) Chris with plantings for the library.

Systems:

- New DVR for security cams.
- Town IT Director Bruce Dickerson is still working on upgrading the other town departments from Windows XP to Windows 7. The Library was the 1st to be totally completed. This task is consuming a good portion of his time.
- He is still loading and configuring the new server; he's setting up a new Library windows domain and a separate Public windows domain that will be able to "talk" to each other.
- Wireless upgrade
 - Bruce has looked at the Single Digits (the company Portsmouth Library uses for wireless). According to an email sent by their Library Director, Portsmouth is paying \$1200 - \$1300 / year in addition to equipment costs. That just seems like too much money.
 - The original system Bruce was looking at was one by Meraki (Cisco). Their devices cost about \$500 per Access Point. After that, they charge \$150 per year per Access Point for licensing of their Cloud Based Control/Analytics system. We currently have three access points at the Library and that is what he would use going forward. He knows this system has the analytics that we are looking for. The cost would be about \$450/year after the initial cost of the equipment (\$1500). He's going to talk to their sales people to verify all of this, but believes that this is the way to go.
- With the cost of the wireless above, he'd like to hold off on the laptop purchases until we figure out how much these will be. He'll get a couple of quotes and come up with a cost for replacement.

Programs & Services:

- The Library Development Fund met on May 6 and unanimously voted to grant the library \$2500 for our Summer Reading Program and an additional \$4000 for the purchase of a 3D printer, supplies and possibly other equipment to kickstart the state's first real public library Makerspace. Staff department heads and I had an informational meeting regarding types of 3D printers with Development Fund Chair Pete Basiliere (who works in the 3D printing industry). Three dept heads will be attending one or two upcoming events regarding Makerspaces—one in Nashua's "MakeIt Labs" (<http://makeitlabs.com/>); the other put on by NELA in Portsmouth.
- As a trial, we have a new volunteer who is offering computer assistance by appointment at the library. Computer questions are referred to the Reference Dept; Reference & Adult Services Librarian Kim Gabert assesses the type of information the patron is actually looking for and books appointments as needed.
- We've contacted Milford High School's Applied Technology Center about having teens volunteer at the library for a "TeenTech Squad." To start, we'll have at least 2-3 student volunteers working Wednesdays from 3-5 beginning next week through the end of school to help with general troubleshooting questions. At

least 1 volunteer has said he would be available this summer. Young Adult Librarian Katie Spofford will serve as the liaison.

- Katie has also resurrected our Teen Advisory Group (TAG) for input on collection development and programming.
- Summer Reading program for all ages is planned and ready to go. Kick off is Friday, June 20th!

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

- **Children's:** Regular storytimes for all age groups. Art Afternoon (May 23); Wadleigh Writer Wednesdays (June 11);
- **YA:** Pizza & Pages Book Club reads TAG-Teen Advisory Group (June 5); Anime Club (June 10); Teen Gaming/Wii Wednesday (June 11); Teen Duct Tape Crafts (June 12); Nielsen's *The False Prince* (June 19);
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; Evening Book Group discusses Kimmel's *A Girl Named Zippy* (May 27); Morning Book Group reads Landay's *Defending Jacob* (June 12).
 - Drop-in Series: Intro to Social Networking (May 21, 28; June 4, 11)

Other

- Update on 501c3 status re Development Fund & Friends.
- Terry Knowles/NH DOJ training for Library Trustees: Wed., June 4 @ Concord's Holiday Inn. Please let me know ASAP if you wish to register.
- Friends meeting May 28 @ 7pm, AV Room. Upcoming fundraiser on Thursday, June 5th—Pasta Loft will be giving the Friends 10% of dinner sales for that evening from patrons bringing in a special flyer to be distributed. Good for dine in or take out.
- **Meeting with architect to be held Thursday, May 29th @ 7pm in the Keyes Room.**
- **BOS biannual update: rescheduled from next week to Monday, July 28th.** Please mark your calendars!

Kim made a motion that we spend \$50.00 on a retirement gift for Regina Short. Jen made second motion, and all voted in favor.

Building project update: We went over the CIP application.

29 Nashua Street update: We discussed what to do with this property. Chris volunteered to look into getting a realtor to help us sell it or take it away.

We all submitted a few names of people from town that we might like to see sit on our Project Steering Committee for the building project.

Our next meeting will take place on June 17, 2014 at 7:00 p.m.
The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Jennifer Hansen
Secretary