

WADLEIGH MEMORIAL LIBRARY

TRUSTEE MEETING MINUTES

January 20, 2015

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

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

We had a conference call with Ron Lamarre (architect) regarding strategies for our upcoming library renovation/addition warrant article. We decided to purchase some yard signs so that supporters can display them before the vote. Jen will work on this. We will ask businesses around town to put the article number and a positive message on their signs. Our new brochures will be on display at Deliberative Session. The presentation at Deliberative Session will be roughly 15 minutes in length. It will show the pictures that Joel has taken of trouble areas in the library and we also will show the new PSA. We need to stress the total cost to the taxpayer and highlight the Trustee contribution. We also need to stress what we will be getting with the new building (more space, etc.)

We discussed getting as many people as possible to show up at Deliberative Session to support us. Michelle will have the staff make bookmarks with the date and time as reminders to be handed out at the Circ. Desk. Signs will also be posted all over the library.

Chris volunteered to make sure that the new PSA is definitely running.

December minutes: Chris made a motion to accept the minutes from our December meeting. Sarah made second motion and all voted in favor.

Deb presented her Treasurer's Report. Jen made a motion to accept the gifts for the month of December. Chris made second motion and all voted in favor.

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

DIRECTOR'S REPORT

FOR TRUSTEE'S MEETING:

JANUARY 20TH, 2015

Stats: Circulation

| Circ through DEC | 2013 | 2014 | % Change |
|-------------------------|----------------|----------------|-----------------------|
| General Circ | 236,084 | 226,929 | 3.9 % decrease |
| Downloadable audiobooks | 2510 | 3436 | 36.9 % increase |
| Downloadable ebooks | 4945 | 6476 | 31 % increase |
| Total Circ | 243,539 | 236,841 | 2.8 % decrease |

Stats: People Counter

| People Counter | 2013 | 2014 | % Change |
|-----------------------|----------------|----------------|-----------------------|
| Through DEC | 136,431 | 126,577 | 7.2 % decrease |

Stats: Public PCs

| Through DEC | 2013 | 2014 | % Change |
|--------------------------|---------------|---------------|---------------------|
| Wireless | | | |
| Public PCs | 16,105 | 15,604 | 3 % decrease |
| Total through DEC | 16,105 | 15,604 | 3 % decrease |

Personnel

- Next staff meeting: Thursday, January 29.
- Staffing in re JH's retirement: we received several good applications. Aiming to complete initial round of interviews by this Friday.

Facilities

- Building project:
 - BAC vote?
 - Next scheduled Open House: Sunday, January 25th from 3-5pm.
 - Presentation for the BOS on Monday, January 26th @ 6pm.

- PSA for public access channel: completed!! Posted on our website and Facebook. Will appear in our next e-newsletter.
- Updated brochures for handing out.
- Brochure to be mailed out: add warrant # and wording to vote “yes.”
- Deliberative Session – advocates
- Lawn signs? Volunteers at the polls (March 10)?

Systems (Town IT Director, Bruce Dickerson):

- Wireless upgrade completed!! We are now able to gather reliable usage stats!
- Envisionware (time/print management software): Bruce will be in contact with their tech support to migrate things over to the new server.
- (Free!) new printer for Circulation Department—courtesy of Bruce, who also installed it.

Programs & Services:

- **Services:**
 - **Teen Tech Squad:** MONDAYS, 3-5pm. Bring in your gadgets and we’ll help you figure it out!
 - **AARP Tax Assistance:** February 3 – April 14. Tuesdays 9:30am-2pm & Thursdays 3:30-6:30pm
- **Programs:**
 - **Children’s:** Regular storytimes for all age groups. Grades 4 & 5 Book Group (Jan 26 & Feb 9); Grades 2 & 3 Book Group (Feb 2); Valentine’s Craft Day (Feb 7); Wadleigh Writer Wednesdays (Feb 11); Mad Science (Feb 13); PAWS to Read (Feb 14); Read to Your Librarian (Feb 15); LEGO Party (Feb 19).
 - **YA:** Doctor Who Fan Club (Feb 3); Teen Advisory Group (Feb 5); Anime Club (Feb 10); Teen Gaming/Wii Wednesday (Feb 11); Pizza & Pages Book Club reads Westerfield’s *Leviathan* (Feb 19).
 - **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; and Intro to Social Networking meets each Wednesday. Community Preparedness: Psychological First-Aid (Jan 26); Evening Book Group reads Kline’s *Orphan Train* (Jan 27); Jigsaw Puzzle Exchange (Jan 29); Freedom’s Way Author Conversation Series: Mark Bodanza discusses *Resolve and Rescue* (Feb 10); Morning Book Group reads Schroff’s *An Invisible Thread* (Feb 12); Learn how to use AtoZ Databases (Feb 12); **NEW** - History Book Club reads Horwitz’s *Confederates in the Attic* (Feb 18); Acoustic Café: Hot Mustard (Feb 21).

Other

- Update on 501c3 status re Friends: They finally have status approved (this had been dragging on since their initial application in December 2012)!!
- NHLTA in re NH State Library: The NHSL has an antiquated ILS that is no longer supported (they were searching for a replacement 7 years ago when GMILCS began their own search and eventually moved to Polaris). NHU-PAC is a Union Catalog, or a catalog of every item in every library in the state. The module which allows individual libraries to delete item records when they’ve removed items from their collections broke a few months ago. The workarounds for individual libraries are extremely inefficient, time-consuming and frustrating. What used to take our technical services staff one hour to do, now often takes

triple that. The end result: the Union Catalog is quickly becoming an obsolete catalog of items libraries no longer own. When libraries request items from us to be sent, we may or may not have that item (and staff time is spent searching for it). A new system is needed and NHLTA will be lobbying legislators. For more detailed info, see our Head of Technical Services, Diana LeBlanc.

- Milford Community Scrabble “Scrambler”—Milford Lions’ fundraiser for Friends of the Library & Milford School Libraries. Sunday, March 15.
- **DATES TO REMEMBER:**
 - **FILING PERIOD TO RUN FOR TRUSTEE: JANUARY 21-30. Kim, Deb & Jen are all up for re-election.**
 - **SUN., JANUARY 25 @ 3-5PM: Library Open House**
 - **MON., JANUARY 26 @ 6PM: Present building project plans to Board of Selectmen (rescheduled from 12/22)**
 - **SAT., JANUARY 31 @ 9AM: Town Deliberative Session**
 - **FRI., FEBRUARY 13 @ NOON: Milford Improvement Team, Milford PD Community Room**

We discussed the yearly stats from 2014.

At 8:23, Jennifer Hansen made a motion to go into Closed Session per RSA 91-A:3 to discuss a personnel issue. Deb Faucher made the second motion. All voted in favor.

At 8:45, Jennifer Hansen voted to come out of Closed Session per RSA 91-A:3. Chris Constantino made second motion. All voted in favor.

Our next meeting will be held on February 17, 2015 at 7:00 p.m.

This meeting was ended at 8:47 p.m.

Respectfully submitted,

Jennifer Hansen

Secretary