

WADLEIGH MEMORIAL LIBRARY

Trustee Meeting Minutes

February 17, 2015

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

Kim called the meeting to order at 7:04 p.m.

Sarah made a motion to approve the minutes from our January meeting. Kim made second motion and all voted in favor.

Michelle and Deb presented the Treasurer's Report. Jen made a motion to approve this month's gifts. Kim made second motion and all voted in favor.

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

**DIRECTOR'S REPORT**  
**FOR TRUSTEE'S MEETING:**  
**FEBRUARY 17<sup>TH</sup>, 2015**

**Stats: Circulation**

<b>Circ through JAN</b>	<b>2014</b>	<b>2015</b>	<b>% Change</b>
General Circ	17,707	18,062	2.0 % increase
Downloadable audiobooks	243	334	37.4 % increase
Downloadable ebooks	504	596	18.3 % increase
<b>Total Circ</b>	<b>18,454</b>	<b>18,992</b>	<b>2.9 % increase</b>

**Stats: People Counter**

<b>People Counter</b>	<b>2014</b>	<b>2015</b>	<b>% Change</b>
<b>Through JAN</b>	<b>9,805</b>	<b>9,158</b>	<b>6.6 % decrease</b>

## Stats: Public PCs

Through JAN	2014	2015	% Change
Wireless		979	
Public PCs	1,131	1,121	.89 % decrease
<b>Total Sessions</b>		<b>2,100</b>	

## Personnel

- Approval needed for Kathy Previn-Levey's hire as a Library Assistant in Technical Services: 20 hours/week at \$14/hour.
- Performance evaluations due to Ruth Bolduc by end of the month.
- Library Pages: one year anniversaries.
- Next staff meeting: Thursday, March 12.

## Facilities

- Leak in Director's Office has grown. During a brief warmup a few weeks ago, water was coming down one of the walls and following the duct work all the way to the electrical room. Insulation was saturated and there were two buckets collecting water leaking from the duct work.
- Facilities Manager found evidence (footprints) that people were on the roof again. Snow is about 3' thick on the roof; it's difficult to know if they did any damage or not.
- Library was closed the following days due to snow/blizzard conditions: Tue., Jan 27; Mon., Feb 2; Mon., Feb 9; Sun., Feb 15.
- **Building project**
  - Letters to the Editor: please consider writing a joint letter from the trustees and also ask friends and neighbors if they would be willing to write one. Point them to the website for specific facts/figures/talking points about the project.
  - Yard (read: snow bank) signs. High traffic roads need signs...
  - Absentee ballot info has been collated and forwarded.
  - Slides for the website/tv as well as bookmarks encouraging people to vote are forthcoming.
  - YA Librarian Katie Spofford has created a poster for the high school—high school librarian Kim Palmer will distribute and also speak to teens eligible to vote.
  - Mini-PSAs prior to library programs – 2 weeks leading up to vote as able.
  - Library building project presentation to Milford Rotary Club on Feb 3 was well-received.
  - In re Feb 7 Deliberative Session: good article in the Cabinet-documenting the library presentation and subsequent discussions:  
<http://www.cabinet.com/cabinet/cabinetnews/1056771-308/condition-of-wadleigh-library-building-called-disgraceful.html> followed a more general article on the future of public libraries which appeared in January  
<http://www.cabinet.com/cabinet/cabinetnews/1054806-308/a-lot-has-changed-at-your-local.html>

- Milford Improvement Team cancelled our presentation scheduled for Feb 13.
- Feb 17: Chris presenting building project info to Lions Club.
- Brochures to be mailed out **Feb 27**.
- **Mar 8**: final Open House 3-5PM .
- **Mar 10**: Voting Day. Polls open 6:30am – 8pm. Town Moderator says groups will have 2 supporters there during the entire time the polls are open. He also said in non-election years, provided there's good weather, the heaviest times are 7-9AM; 11-1:00PM; and 4-7PM. Library staff members are prohibited from working the polls unless it's during their off-hours.
- Reminder to point people to our website for more info about the building project. Link is on the right hand side above a big "DONATE" button. Direct URL is [www.wadleighlibrary.org/building](http://www.wadleighlibrary.org/building)
  - Includes Video/PSA; Deliberative Session powerpoint; most current brochure and FAQ.

### **Systems (Town IT Director, Bruce Dickerson):**

- Check out those wireless stats!
- Microtime was here working on our wireless printing problem.
- Envisionware (time/print management software): Bruce will be in contact with their tech support next week to migrate things over to the new server.

### **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
    - Note that the IRS is NOT providing public libraries with paper copies of tax forms or instruction booklets. We have online access—as well as master copies that the public can photocopy for 10 cents each.
- **Programs:**
  - **In lieu of regular storytimes, there will be special programs during School Vacation Week. Children's:** Regular storytimes for all age groups resume Mar 2. LEGO Party (Feb 19); Maple Day (Feb 21); Story Dance (Feb 23); Book Bingo (Feb 24); "Frozen" Party (Feb 25); Make & Take Crafts (Feb 26); Mom & Me Scrapbooking Time (Feb 27); Grades 2 & 3 Book Group (Mar 9); Wadleigh Writer Wednesdays (Mar 11); Read to Your Librarian (Mar 15).
  - **YA:** Pizza & Pages Book Club reads Westerfield's *Leviathan* (Feb 19); Teen Writers' Group (Feb 20); Doctor Who Fan Club (Mar 3); Teen Advisory Group (Mar 5); Anime Club (Mar 10); Teen Gaming/Wii Wednesday (Mar 11); PAWS to Read (Mar 14).
  - **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. Acoustic Café: Hot Mustard (Feb 21); Community Preparedness: What You Need to Know (Feb 23); Evening Book Group reads Nabokov's *Lolita* (Feb 24); Community Preparedness: Autism (Mar 2); Ladies Behind Bars: A History of Women in the Spirits Industry (Mar 3); Open House (Mar 8); Storytelling: Why

Stories Matter (Mar 10); Morning Book Group reads Merullo's *Talk Funny Girl* (Mar 12); History Book Club reads Olson's *Citizens of London* (Mar 18).

- **Other**

- Patron issue.
- Friends of the Library to meet Wednesday, February 18.
- Milford Community Scrabble "Scrambler"—Milford Lions' fundraiser for Friends of the Library & Milford School Libraries. Sunday, March 15.

Jen made a motion to hire Kathy Previn-Levey. Sarah made second motion and all voted in favor.

We discussed the salary adjustments for several of our pages (one year anniversaries). Kim made a motion to give the pages a 2% raise and another 2% if the town budget gets approved. Jen made second motion and all voted in favor.

Building project updates:

- Jen will write a Letter to the Editor to the Cabinet and Telegraph on behalf of all the Trustees
- The brochures will be mailed out on 2/27/15
- Our next Open House will be Sunday, March 8<sup>th</sup> from 3:00-5:00
- We all agreed to push the library warrant article on our social media pages (Facebook, Twitter, etc.)
- Sign holding schedule at polls on voting day is as follows: Kim (7-9 am and 11-1 pm), Wayne (9-11 am and 1-4 pm), Jen (5-7 pm), Deb (9-11 am), Sarah (5-7 pm).
- Chris is doing the Farmer's Market on 2/21. Jen and Kim will do it on 3/7

At 7:56 p.m., Kim made a motion per RSA 91-A:3 to go into Closed Session to discuss a personnel issue. Jen made second motion and all voted in favor.

At 8:17 p.m., Deb made a motion to come out of Closed Session. Kim made second motion and all voted in favor.

Our meeting ended at 8:20 p.m.

Our next meeting will take place on March 17, 2015.

Respectfully submitted,

Jennifer Hansen

Secretary