

The meeting was called to order at 6:10pm at the Wadleigh Memorial Library.  
Pursuant to RSA 91-A,3, II(a) Jen Hansen made a motion to go into non-public session; 2<sup>nd</sup> by Judy Gross. All in favor.

**Present:** *"Patience is not simply the ability to wait – it's how we behave while we are waiting."*

Jen Hansen, Deb Faucher, Co-Chairs; Kim Paul; Mike Tule; Judy Gross. Excused: David Rysdam; Sarah Sandhage. Alternate: Chris Costantino. Michelle Sampson, Director; Kathy Bauer, Board of Selectmen Representative

Discussion of details regarding Michelle's pending resignation including the wording of the advertisement in relation to the job description.

Jen Hansen made a motion to exit non-public session at 7:00pm; 2<sup>nd</sup> by Judy Gross.

The meeting was called back to order at 7:10pm at the Wadleigh Memorial Library.

**May Meeting Minutes:** *"Endurance is patience concentrated"*

Approved unanimously on a motion by Kim, seconded by Kim.

**Treasurer's Report:** *Great works are preformed not by strength, but by perseverance."*

Reviewed and approved. Gifts were accepted and approved unanimously by Chris, seconded by Jen. Michelle is awaiting a response from the AG's Charitable Trust Unit concerning questions about the Hutchinson Account.

**Director's Report:** *"Sometimes things aren't clear right away. That's where you need to be patient and persevere and see where things lead."*

**Stats: Circulation**

Circ through MAY	2015*	2016	% Change
General Circ	89,251	80,276	10 % decrease
Downloadable audiobooks	1883	2233	18.6 % increase
Downloadable ebooks	2973	2753	7.4 % decrease
Downloadable magazines	91	300	
<b>Total Circ</b>	<b>94,198</b>	<b>85,562</b>	<b>9.2 % decrease*</b>

\*2015 checkout figures have been amended to reflect an inaccuracy detected at year's end.

**Stats: People Counter**

People Counter	2015	2016	% Change
Through MAY	51,320	51,443	0.2 % increase

**Stats: Public PCs**

Through MAY	2015	2016	% Change
Wireless logins	4901	4508	8 % decrease
Public PC logins	5843	4882	16.4 % decrease
<b>Total</b>	<b>10,744</b>	<b>9390</b>	<b>12.6 % decrease</b>

**Personnel** *"Wise to resolve, and patient to perform"*

- Ongoing: mandatory town training – Harassment.
- Staff meeting date TBD – early July, pending vacations.
- K. Gabert has submitted the paperwork to become a Notary Public (8-10 week wait).
- On June 3, Michelle accepted the position of Library Director for the York Public Library in Maine. Michelle's last day will be August 19.

**Facilities** *"Patience is the best remedy for every trouble"*

- Summer Hours - Closed Sundays through Labor Day.
- Rental properties
  - Annex – New tenant has moved in. Hot water heater blew on her first weekend in the house and has since been replaced. "Private Parking" signs have been posted next to the garage and "Private Property" signs have been posted along the back of the house to discourage pass through foot traffic. Awaiting an installation date from Crowe for the fencing behind the property. Still awaiting a copy of tenant's renter's insurance as well as paperwork the town needs for her security deposit.
  - 29 Nashua Street – status quo.
- Library building project
  - CIP application submitted June 3.
  - "Fixing what we have" approach

**Systems** *"Endurance is nobler than strength, and patience than beauty"*

- New public wifi system/access points were installed. Public internet and wifi speeds are super-fast now. We haven't heard of any more issues of people being bumped off. Our next Wordpress workshop is in a few weeks and hopefully it will run without any issues.
- We'll be moving the staff network over to Comcast in the coming weeks (faster speeds, less money) – pending the IT Director's availability to assist us.
- IP address changes and Polaris/ILS System upgrade all went smoothly.

**Programs & Services** *"He that can have patience can have what he will."*

- **Children's: Summer Reading Kicks off June 17.** Family storytimes on Mondays; Baby Lapsits on Wednesdays; Storytimes in Keyes Park on Fridays; Make & Take Crafts on Saturdays. Minions Movie Night (Jun 22); Karate Party (June 27); Norman Ng @ Amato Center (June 29); Quidditch Tournament (July 6); Read Like a Champion (July 11); Lindsay & her Puppet Pals (July 13); Summer Olympic Games (July 18); Playing Across the Pond –British Games (July 20).
- **YA: Summer Reading Kicks off June 21.** Writers' Workshop (Fridays); Cupcake Wars (June 28); Life Size Pac Man (June 29); Doctor Who Fan Club (July 5); Anime Club (July 12); Trivia Night (July 13); Wii Tournament Thursday (July 14); Pun & Games (July 19).
- **Adult: Summer Reading Kicks off June 27.** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday. Teen Tech Squad Office Hours – Mondays; Is Entrepreneurship Right for You? (June 27); Evening Book Group reads Simson's *The Rosie Project* (June 28); Steps to Start a Business (June 29); Wordpress Workshop (July 2); History Book Club reads Beck's *Dreamers and Deceivers* (July 20).

**Other** *"The key to everything is patience. You get the chicken by hatching the egg, not by smashing it"*

- BOS Departmental update scheduled for Monday, July 11 (BOS Room).

**Discussion** *"How poor are they that have not patience! What wound did ever heal but by degrees"*

## 1. Building Project

- a. We need a plan for stewarding this facility.
  - b. Scope of work. Ron Lamarre, LVB Architect, estimated that it would cost about \$35,000 to complete a Scope of Work for the facility. This figure was verified by Steve Serrault. The trustees discussed whether or not to include this in the budget for 2017 or submit as a warrant article. As a town facility, how much more cost should the Trustees absorb. But, we don't want to wait another year to restart the work of getting the library either repaired or replaced.
  - c. After discussion, trustees decided to hire someone to perform a Scope of Work report to detail what needs to be repaired in the library building. This will help generate a Capital Replacement Plan. This plan can be used to bolster our case for a new facility, guide future work and sequencing and answers residents' questions about our needs and solutions. We will find a sample Request for Qualification to tweak to suit our needs. We can check with Steve Serrault, Scott Cornett, or Mark Fougere for the process going forward.
  - d. Chris will check for latest impact fee balance
2. Trustee Training. Judy and Dave attended Trustee Training Workshop.

- a. Judy found it very informative.
    - i. Peterborough is in the process of a new library facility. They have created a foundation that is fundraising for this project; they have hired a fundraiser. Another library has created a campaign to increase card holders to 50% of the town.
  - b. David was sick, so missed this meeting to give us his thoughts. He will talk at the next meeting.
3. Library Director Position posting.
- a. A few tweaks were made to the job description, which will be reflected in the posting to fill Michelle's position. The trustees have changed the previous job experience requirement to "8 years of progressively responsible administrative experience, including 4 years in a supervisory capacity." Kim Paul made a motion to accept the changes and amend the Library Director's job description; 2<sup>nd</sup> by Deb Faucher. Michelle will pass these changes to Karen Hall, HR Director.
  - b. There will be an additional meeting on July 26 to review the applications for a new director.

Meeting was adjourned at 8:14pm.

The next meeting of the Wadleigh Memorial Library Board of Trustees will be held on Tuesday, July 19, 2016 at 7pm. Sarah to bring pizza.

Meeting minutes respectfully submitted by Chris Costantino with assistance from wise elders