

Call to order: 7:00pm at Wadleigh Memorial Library.

Present: Judy Gross, Chair; Jen Hansen; Kim Paul; David Rysdam; Lynn Coakley; Sarah Sandhage; Deb Faucher; Betsy Solon, Director; Chris Costantino, Alternate; Laura Dudziak, Board of Selectmen

March Minutes: Approved unanimously on motion by Kim, seconded by Sarah.

Treasurer's Report:

- Nothing special of note.
- Unanimous vote to accept \$59 gift (from Building Improvement Jar) on motion from Sarah, seconded by Jen.

Director's Report:

Circulation

MARCH	2016	2017	% Change
General Circulation	17,257	16769	2.8% decrease
Downloadable audiobooks	457	545	19.2% increase
Downloadable ebooks/mags	620	538	13.2% decrease
Total Circulation	18334	17852	2.62% decrease

Foot Traffic***

MARCH	2016	2017	% Change
People Counters	11487	11143	2.99% decrease
Daily Average	425	372	12.5% decrease
Hourly Average	43	44	2.33% increase

Public PCs

MARCH	2016	2017	% Change
Wireless logins	943	1224	29.79% increase
Public PC logins	1105	1089	1.45% decrease
Total	2048	2313	12.94% increase

*** A few things to consider regarding the Foot Traffic comparison:

- The library was open 1 less day (11 hours) in 2017 due to winter storms.
- That day was a Tuesday (average count on other March 2017 Tuesdays was 443) so the foot traffic might have actually increased in 2017, had we been open that day!

Staff News:

- Congratulations on 24 years of service from Mary Ann and Lou.
- Gift cards to staff need to be reported for tax purposes, but only if using Town money. Ours have been Trustee money.

Program Highlights:

- Books and Badges
- Other town departments want to do something similar

Facilities:

- Joel has moved his office to the storeroom (even more formerly a reading room), freeing up space for an office for staff.
- Bike rack was vandalized to the point of unusability, so it was removed and the use of a camera is being explored on advice from Police Chief.

Other News:

- Katie redesigned and modernized library brochure.
- Food for Fines, SHARE and Friends of the Library fundraisers.

"State of the Library" Presentation by Library Director:

- Patrons attached to the facility; biggest asset is the staff; can improve services and layout
- Simple improvements for staff include office space (enabled in part by Joel's office move) and replacement of tattered kitchen furniture.
- Could increase meeting room space by using movable shelves
- Consolidating and moving the New Hampshire Room contents means Tech Services could move in there, freeing up old Tech Services as Children/YA Program Room. Room has bathroom hookup, but no bathroom was ever installed.
- Circulation Desk and Reference Desk could be redesigned or moved for better space utilization.

- Some repairs needed, including Keyes room doors, dropped ceiling over Circ and Ref desks and some outdated electrical panels
- Potential to fix drainage issues by rear entrance and add handicapped parking by eliminating/shrinking bike rack bumpout

Discussion:

- Unanimous vote to authorize \$400 for new kitchen set on motion from Jen, seconded by Deb.
- Joel's old office and new office combined have one electrical outlet. In order to add more outlets there and to allow any other electrical work on lower level, need updated panel(s). Joel has preliminary quote from Freel on two panels for \$4000 that would enable larger project (including NH and Children's Rooms).
- Board feels larger project needs a more concrete plan before authorizing full electrical sub-project, but approves up to \$3500 for first panel, which is needed anyway (motion from Kim, second from Lynn, unanimous vote). Funds would come from fines.
- CIP is due. Board feels that we've been occupied with new Director, who also has new ideas, so don't have enough time to make a quality proposal.
- Some discussion of particular "phases" building project could take, such as starting with the parking situation.
- Board resolves to form Building Committee composed of Board, Friends, Development Fund, staff and community members that can work together and decide what to do. Board will hold special meeting on date TBD to develop charter for BC and identify potential members that could be approached. Chris and Sarah volunteer to be Board reps on BC.

39 Nashua St property:

- 12 month lease is up.
- Unanimous vote to enter closed session per NH RSA 91-A:3.IIc on motion from Judy, seconded by David to discuss rental property.
- Unanimous vote to exit closed session on motion from Jen, seconded by Kim.
- Trustees made decision in non-public session to not renew lease. Unanimous vote to send tenant letter to end lease by end of May on motion from Lynn, seconded by Jen.
- Unanimous vote to not seal minutes on motion from Judy, seconded by Jen.

Meeting adjourned at 8:51pm.