

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

Present: Judy Gross, Chair; Jen Hansen; Kim Paul; David Rysdam; Lynn Coakley; Betsy Solon, Director; Chris Costantino, Alternate; Jennifer O'Brien Traficante, Alternate; Laura Dudziak, Board of Selectmen Representative, Deb Faucher

June Minutes: Approved unanimously on motion by Jen H, seconded by Lynn.

Treasurer's Report: Unanimous vote to accept \$1033 in gifts and Jar funds on motion from Lynn, seconded by Jen H.

Director's Report:

STAFF NEWS

I'd like to give a huge shout out to the amazing staff at WML for exemplary customer service this month. Although each person was hired for a specific position in a particular department, every staff member has jumped in to serve the long lines of patrons we've been experiencing at the reference and circulation desks. I am so proud to work with a team that puts the patrons first!

Three staff members who are also Milford residents have volunteered to work with the Library Expansion Task Squad: Kim Gabert, Trina McLenon and Michelle Duchesne. We appreciate their insights and time and know they'll bring much to the discussions.

I've arranged with the Ambulance Dept. for CPR training for most of the library staff on the morning of Sept. 21st or Sept. 28th. At this point, we have enough staff available to keep the library open - I will confirm that at the next trustee meeting.

We had 10 legitimate applicants for the part-time Children's Librarian Assistant position (and 20+ from Indeed.com!). Five people were brought in for initial interviews, two of whom were invited back for a second conversation. I will present our top choice at the meeting - we're very excited about what the person will bring to both our patrons and our library team.

PROGRAM HIGHLIGHTS

The Summer Reading program has been extremely popular among all age groups. The Children's department experimented with "open" programs this summer by not requiring registration (usually limited to 20 participants). Each event has brought in more than twice the "normal" number of participants and we have received much positive feedback from parents and caregivers. The recent outreach on the NH Opioid Epidemic was very successful and connections were made among attendees that might not have otherwise occurred. The next program in the series will happen on Wed. August 17th when our very own trustees Kim and Jennifer will present "Trustees Building a Better World" and speak about their trips to Haiti and Kenya. September will bring the Emergency Services Dept. and their "rescue readers."

FACILITIES

The broken railing was repaired on June 21st. Work continues on the new staff office downstairs. Cori McGrath from Tucker Library Interiors is getting prices for us on moveable shelving for the central area. Contractors are out straight this summer, so we're still waiting on the Keyes Room doors and the downstairs electrical work. We moved the security camera from the annex over to the bike rack area and it seems to be keeping vandalism at bay. Joel has worked hard to get quotes on repair work and demolition costs for the annex – a report was sent out to the Trustees on Friday and will be discussed at the meeting.

OTHER NEWS

We have passed the first and second approval stages towards becoming a Passport Acceptance Facility! The next step is to identify and train at least 2 staff members to become "Agents" (we have at least 5 people who want to participate). The training will consist of 8 hours of web-based instruction. Once we have Agents in place, have received the final stamp of approval, and the Trustees have signed off on the venture, we will have a 30-day "soft opening" to work out any kinks before making a big announcement about the new service to the community.

Circulation

JUNE	2016	2017	% Change
General Circulation	15940	15140	5% decrease
Downloadable audiobooks	486	516	6.2% increase
Downloadable ebooks/mags	575	502	12.6% decrease
Total Circulation	17001	16158	4.9 % decrease

Foot Traffic

JUNE	2016	2017	% Change
People Counters	9792	9733	.6 % decrease
Daily Average*	376	374	.5 % decrease
Hourly Average	40	40	NO CHANGE

Public PCs

JUNE	2016	2017	% Change
Wireless logins	845	859	1.65% increase
Public PC logins	1005	1110	10.45% increase
Total	1850	1969	6.43 % increase

39 Nashua Street: We are interested in having this building be gone and turning the space into parking. It would basically be an incremental step towards our future plan and have immediate payoff. Information gathering needs to occur first: Fire Department training burn vs demolition, cheap vs long-lasting fill for the basement, disposition of the hand-cut granite foundation, etc. Joel had some guesses on costs, but no firm numbers. Judy and Chris to talk to Fire Chief as first step.

Credit Cards: Betsy presented breakdown of costs and benefit for 3 main options. GMILCS service a complete non-starter. Paypal most attractive in terms of both cost and features, but has significant technical problems. Square is the best compromise, although it requires physical presence to use. Unanimous vote to move forward on this, on motion from Kim with Deb seconding.

LETS Update: Chris reports on a great deal of self-organization and activity on the Task Force. Also, they met by the big windows and attracted some interested from browsing patrons.

Right to Know: Chris and Judy went to Right to Know seminar and Judy gave report on highlights applicable to us: A quorum is a meeting, emails can be meetings, texting is part of the record, etc.

New Employee and Related Paperwork:

- Betsy has (almost) hired a part-time person to staff the Children's Room and checkout. In doing so, she found one of our forms did not reference a related RSA, so she updated the form. Motion to accept this update contingent on Town HR feedback, seconded by Deb, unanimously accepted.
- It also turns out that the WML Employee "Handbook" is 4 pages of information taken from the Town version in the mid-1980s. And update is in the works.

Closed session: Motion from Judy to go into non-public session under RSA-A, II(b) and all present voted yes. Discussed above potential new hire Katie Ondre as well as 6 month performance review of Library Director.

Next meeting: Tuesday August 15

Meeting adjourned at 8:50pm.