

Call to order: 7:05pm at Wadleigh Memorial Library.

Present: Judy Gross, Chair; Jen Hansen; David Rysdam; Lynn Coakley; Betsy Solon, Director; Sarah Sandhage, Jennifer O'Brien Traficante, Alternate; Deb Faucher; Kim Paul

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

Treasurer's Report: Unanimous vote to accept \$48 in Jar funds on motion from Deb, seconded by Kim. Transposed account numbers in report and some other minor issues leads to a discussion of using output from QuickBooks directly as our report.

Director's Report:

STAFF NEWS

Congratulations to our very own Chris C. for her award as Volunteer Citizen of the Year! We are so proud of you, Chris! Thank you for all that you do serving the Milford community. Staff is continuing to work with the new Town time-keeping system, experiencing some glitches with the scheduling module and with entering holiday and vacation time, but confident that we will work through those issues. 12 staff members attended a CPR/AED class taught by Emergency Services personnel on Thursday morning, Sept. 28th. Last week we bid a fond farewell to Joel Trafford and welcomed new Facilities Manager, Jeff Mackey - Welcome Jeff! Over 150 people applied for the library assistant position, so Mary Ann and I have been quite overwhelmed. We set up interviews with 8 candidates and will bring our final selection to the trustees this evening. Kim G. and I will be attending the NELA Conference next week. Mary Ann, Kim and I visited Dover PL to see how they have adapted to becoming a passport acceptance facility and all WML staff interested in the project have completed the testing process for becoming passport acceptance agents. We continue to work towards a January 2018 approval date.

FACILITIES

The 9:00am opening has been well received by patrons. Work on the West entrance sidewalk has been completed and everyone is thrilled with the results. We are very thankful to Chris Anton and the DPW for helping us out. The fire and police departments continue to use the Annex for training and are extremely appreciative of the opportunities we are providing. The new staff office downstairs has been wired for phones, internet and electricity and the carpeting will be installed on 10/17. I have sent out for bids on the proposed new signage for the West entrance and will present the options at tonight's meeting.

OTHER NEWS

The BOS presentation on 9/25 went very well (thank you to Chris C. for representing the Trustees) and was reported upon by the Milford Cabinet in this week's paper.

Susan Drew and I will be meeting with the high school marketing departments on Wednesday as part of the LETS project.

The 2018 budget was submitted. I will meet with Town Administrator, Mark Bender tomorrow to review.

Time clock: Town of Milford bought a time clock system that all departments are supposed to use. Apparently it doesn't support irregular hours, which multiple departments, including the Library, require. This means that Library staff are now spending extra time spoon feeding data into the time clock to generate the required output.

Public Comment: Question from a visitor about how the Library/Town budgets interact. Answer: We're a line item on their budget.

Signage: Betsy got a couple of mockups for new signs to go by the west entrance. Large sign for above the door, display of open hours for next to the door and visible from the walkway/parking lot. This would replace the brown-on-brown sign that's barely noticeable now. Most present prefer the blue version over the green. Betsy also had a quote she thought she could talk them down on a little. Board unanimously approves up to \$1300 from capital expenditures on motion from Sarah with second from Lynn.

Door: On motion from Sarah with second from Lynn, unanimous vote to approve up to \$1000 for door with window to replace conference room door.

Roof: At June meeting, Board approved up to \$3600 to re-roof property at #29. Betsy recently got quotes from one contractor, but there's some question about why the quotes are the same regardless of shingle quality. She's going to try to get a quote from someone else, but as the existing quote is below the approved amount and winter is coming, we may need to just move forward.

Barrel of Books: Jennifer O asks if Library could have a barrel set up in the lobby for donations to Haiti as part of a program that donates books there. We have a policy for posting signs, but apparently not one for hosting donation bins. This seems to match with things like SHARE or Toys for Tots and the "promotion of reading" also aligns well. Board requested more information (location, size, time span, signage about accepted donations, etc) before making a decision.

Wadleigh Memorial Library Trustees Meeting

October 17, 2017

Next meeting: Tuesday November 21 @ 7pm. December meeting moved to December 12th.

Closed session under 91-A:3,II(b): Discussion of staff hires.

Meeting adjourned at 8:35pm.