

Call to order: 7:04pm at Wadleigh Memorial Library.

Present: Laura Dudziak (BOS), Judy Gross (Chair), David Rysdam, Lynn Coakley, Sarah Sandhage, Jen Hansen, Kim Paul, Jennifer O'Brien-Traficante (alt), Betsy Solon (Director), Chris Costantino (alt), Deb Faucher

December Minutes: Unanimously approved on motion from Lynn, seconded by Jen.

Gifts: Unanimous approval to accept \$1010 on motion from Kim, seconded by David.

Director's Report:

STAFF NEWS

Happy 2018! The New Year has brought a few scheduling changes to the library: Sue D. has switched from full time to 12-hours/week at the Circ. Desk and Katie O. has increased her hours in the Children's Room. Katie's first story times were very successful ones last week! Sadly, several staff members recently experienced deaths in their families and have been off dealing with personal situations. Huge thanks go out to Emily B. for stepping up to fill many of the holes in the Circ. Desk schedule! We are also grateful to Shannon D. for spending her college Winter Break hours shelving and assisting with the New Book area renovation project. Our first staff meeting of the year was held bright and early on January 11th and nearly everyone was able to attend. We reviewed goals for 2018, inclement weather procedures and all that's going on with the Passport program.

FACILITIES

Jeff and DPW did a great job keeping the parking lot and entrances cleared during the January 4th blizzard. The storm truly highlighted our role as a warming center. It also made clear that we can stay open with a skeleton crew (as long as Jeff is one of them!). The library garage door has been installed and the front tree was removed (tree stump will be ground down in the spring). Mary Ann, Katie S. and Kim have moved into the newly completed staff office and the former reference office will soon become a much-needed additional meeting room. Thanks to the efforts of volunteers Tom S. and Bernie L., the old shelving in the New Book area was removed and prepped for relocation to DPW, the Rec. Dept., and the Town Planning Dept. Carpeting (phase 1) was installed on Friday and we were able to salvage many of the old carpet tiles to use for future spot repairs. The new moveable shelves have been met with great patron delight and approval! #39 Nashua Street has become a new training facility for Milford's canine officer and continues to provide electricity to the library garage. On Wednesday, a space planner from Stibler Associates in Bedford, NH will visit our facility. This visit is a result of the Staff's participation in LETS - we are looking for suggestions on improving the layout of the current building in order to improve our services and space usage.

OTHER NEWS

Passports continue to be Hot! Hot! Hot! The recent press release and announcement on

Facebook has brought much attention and foot traffic to the library! We have processed at least 75 passport applications in the past 3 weeks and continue to schedule them around library personnel availability - I will bring actual numbers to the meeting.

The Library along with Town Hall will be the first departments to go "live" with the electronic Payroll system beginning in February. We were described by Finance as "the department which has the best handle on the process!" Go figure 😊

Annual Reports are due to the Town on January 19th. I will bring draft copies of the reports to the meeting for Trustees to review.

Fountain: Fountain work is almost done. The aim is to have a turning-on ceremony around Memorial Day. Jen O'Brien Traficante and Deb Faucher will serve on the Fountain Committee and help plan the unveiling ceremony.

Thanks: The Board of Trustees thanked outgoing Trustee Deb Faucher for her years of service as a Trustee.

Upcoming Events: February Trustees meeting is Tuesday, February 20. March meeting is moved to Tuesday, March 27 to allow new Trustees time to get sworn in. Also, at March meeting new Trustees should be told about Trustee Orientation happening in April.

Personnel issues: On motion from Judy with second from David, voted to enter closed session under 91-A:3,II(b) to discuss personnel issues.

Meeting adjourned at 9:00pm.