

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

Present:

David Rysdam, Secretary
Lynn Coakley, Treasurer
Judy Gross, Chair

Betsy Solon, Library Director
Jennifer O'Brien-Traficante
Janet Hromjak

Sarah Sandhage
Chris Costantino (alt)

September Minutes: Unanimous acceptance of September minutes with one abstention due to non-attendance that month.

Policies Reviewed: Security Camera (Betsy), Theft/Damage to Personal Property (Chris), Gifts (Judy). All unanimous on motions from Shirley, Sarah and Shirley respectively, and seconds from Janet, Shirley and Jen. Next month: Staff Security (Kathy) and Solicitations and Sales (Sarah and Jen).

Treasurer's Report: Sarah moves and Jen seconds resulting in unanimous acceptance of \$294 in donations.

Director's Report:

STAFF NEWS

Staff Development Day on October 5th was a great success. Most folks spent the morning getting advanced training on our ILS, while others attended a workshop on NH Humanities Council grants. Many thanks to Judy for her afternoon presentation on mindfulness techniques. I have already been asked if we can do something similar again next year! Kathy Prevey-Levin has been accepted to the PRIMEX Supervisor's Academy for November. She will be the eighth library staff member to have completed this important training. The 6 passport acceptance agents will begin 7 hours of refresher training online over the next 2 months. At this point in time, we do not feel the need to add any more agents. I have completed a 12-week course through the American Library Association on securing library funding - it gave me some valuable insights and great tools for our pending building project which I will share with the building committee over the next few months.

FACILITIES

The old insulation has been removed from the ceiling areas over circulation and reference and Jeff is getting quotes on replacement options. The new security cameras have been installed and we are waiting on documentation, training, and administrative access to the system before paying the final bill. A large rolling sign has been purchased to use in the parking lot on nights when we have large library events.

PROGRAMS

We hold our first Acoustic Café of the season on Friday night and are curious to see how the

day change (from Saturday to Friday) works for our patrons. This month's performer is a classical guitarist from Nashua.

This week we will announce our "Poppy Project" to celebrate the 100th anniversary of Veterans Day. Our goal is to gather folks from all around town to help us assemble poppies which will be spread out to cover the entire library front lawn on November 11th. We think it's a great way to bring people together to recognize our veterans.

OTHER NEWS

The 2018 budget was submitted and Lynn and I met with Town Administrator, Mark Bender and Finance Director, Jack Sheehy on October 4th to review our numbers. They are in the process of revising the MUNIS compensation numbers for every department and have asked us to try and find a couple of places where we can reduce our proposed numbers (to be discussed at tonight's meeting).

The auditors have reviewed our 2017 financial data and no problems were found.

Tax Holiday: Betsy passed a suggestion on to us that we could present staff members with holiday gifts in forms that didn't require tax reporting. Ideas included catering a holiday party, turkeys, food baskets, etc. It turns out that that catering plus turkeys would both cost less and be easier in terms of reporting. The logistics of acquiring, storing and distributing 27 frozen turkeys has not yet been worked out.

Budget Re-allocation Troubles: Until now, the Trustees have been paying travel. Transferring that to the town budget has increased our apparent request such that we may need to tweak other line items. Or maybe it isn't an issue—we went from around a 3% increase to over 4%. Some talk about where to cut, but in the end the Trustees all felt that Betsy and Lynn could figure it out if and when the Town said anything.

News from Alternative Timelines: Shirley presented the RFP the Building Committee created. A short discussion ensued over whether the Library would be "operational" during construction and in fact what that even meant. We decided it would be, but didn't decide what it meant.

The timeline in the RFP ended up with the design delivery date as March 1, just barely too late to put on the 2018 ballot. Ideas were floated for how to tighten that up, but the general feeling seemed to be that would be rushing things. In that case, we might as well loosen up the March 1 date to April 1.

Then it became evident that the entire timeline was a little too tight, considering holiday and newspaper publication schedules. The new dates are:

RFP circulated/posted	October 26
Mandatory site visit	November 5
Proposals due	December 3
Review by Building Committee	December 17
Interviews with selected firms	January 15 meeting (@ 5:30 pm) (1/22 if snow)
Delivery of design and cost analysis	April 1

Facilities:

Jeff got a \$1000 quote for a parking lot light for the new staff parking area. Shirley moves we authorize up to \$1000 from the regular fund, Lynn seconds. Unanimous.

Jeff also noticed the carpets are far overdue for cleaning and our cleaner isn't up to more than spot work. He got quotes for a thorough cleaning and is going to see if he can get an even better quote if we request semi-annual revisits. Lynn moves that we authorize up to \$1400 from fine money for this with a second from Jen. Unanimous.

It turns out the hand dryers we authorized \$1000 for previously would need another \$1640 for wiring, due to the relative placement of the appropriate panel. Trustees decided to do nothing here and see if the renovation design changed things. The hand dryers had not yet been bought, so none of this money was spent.

The previous removal of old insulation prompted the idea of replacing it with new insulation. For both areas the cost would be \$1700. These areas have been effectively uninsulated for a while already and we are going to know a lot more about potential renovations in just a couple months. Trustees decided to wait on this as well.

Going Easy on Yutes: Betsy mentioned but did not yet propose removing fines from the youth material. Some kids can be discouraged from returning if they owe money, which seems like a negative return for the Library since we lose both the money and the patron.

Next Month: November 20 at 7:00.

Meeting adjourned at 8:50 pm.