

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of January 28, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on January 28, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Cara Barlow, Tim Barr, Bert Becker, Mary Burdett, Chris Costantino, Sandra Hardy and Mike Tule were present.

Others present:

Art Bryan, Library Director; Deb Spratt, Reference Librarian; and Kelly Richy were also present.

Quorum:

The Chair noted that a quorum was present and called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES

Copies of the minutes for the last trustees meeting held on December 17, 2002 were circulated for approval. Upon motion duly made and seconded, it was unanimously:

- *VOTED:* To approve the minutes of the December 17, 2002 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The Treasurer's report was distributed and discussed among the trustees. The trustees reviewed final 2002 results and results as of January 28, 2003. The financial reporting for 2003 will change somewhat due to the new accounting system implemented by the town.

DIRECTOR'S REPORT

Art Bryan gave the Library Director's report on the following items:

- *Circulation:* Current circulation numbers are not available due to the transition to the new library software. Overall, Art believes that circulation for 2002 was up by approximately 5% from the prior year.
- *People count:* The number of people visiting the library through the period ended January 27 was 11,183. This is a 7.3% decrease compared to the same period last year. It is too early to tell why people count is down. Bad weather and holidays may have had some impact.
- *Personnel:* The new custodian is working out very well. No other personnel issues to report.
- *Systems:* The transition to the new library system has not been smooth. Many issues have been resolved but there are still many that need to be resolved. Library staff is coping well, and things

have improved since the beginning of the changeover. Art also noted that the new network for the Town of Milford is slowly moving forward, but won't be complete for another month.

- *Facilities:* The PSNH lighting retrofit program is essentially complete. The new lighting, which will not cost the library anything out-of-pocket, is a huge improvement over the old lighting. It is more energy efficient and provides much higher quality lighting throughout the building. The latest roof leaks have been patched. The back window replacement will be delayed as the glass company who agreed to do the work has gone out of business. Nothing was paid to the glass company and therefore there is no financial issue.
- *Common borrower's program:* The library continues to be a net lender of books and remains a very active participant in the program.
- *Other:* The Library received a \$300 gift certificate from the *Souhegan Valley Family Connection*. The certificate can be used to purchase dies from the Ellison company for the die cutting machine. Art circulated a letter from SVFC enclosing the certificate. The trustees expressed their appreciation for the gift.

OLD BUSINESS

- *Budget Update:* Art circulated the most recent draft of the proposed budget for 2003. The deliberative session of the town meeting will be held next week and every trustee is encouraged to attend.
- *91 Nashua Street:* The trustees toured the 91 Nashua Street property prior to the meeting. At this point, there are no tenants in the building. The trustees discussed various options relating to the property. After discussion, it was the sense of the trustees that Art should obtain quotes to repair the apartments and building so that the apartments can be rented. The trustees will then determine whether to proceed with renovations or explore other alternatives for the property.
- *Long Range Plan Update:* Copies of the library's proposed revised long range plan were distributed to the trustees. The revised plan will be discussed at next month's regular meeting.

NEW BUSINESS

- *2003 Elections:* At this time, Kelly Richey and Sandra Hardy have filed for the upcoming election. Tim Barr also intends to file this week before the deadline on Friday. So far, no one else has filed for the upcoming election. Cara Barlow has indicated that she will not stand for re-election.
- *Other:* Cara then indicated that it was necessary to go into nonpublic session. Kelly Richey left the meeting at 8:45 p.m. Upon motion duly made and seconded, it was unanimously:
VOTED: To hold a nonpublic session of the meeting to discuss a letter received from Jane Fallon in connection with some prior work performed by Ms. Fallon for the Library, in accordance with New Hampshire RSA 91 – A:3.
The trustees also briefly discussed whether it would be advisable to amend the bylaws to provide that library employees may not simultaneously serve as trustees. Art will seek advice from town counsel on this issue and report back to the board.

There being no further business to come before the meeting, it was unanimously:

- *VOTED* :To adjourn at 9:45 pm.

Michael Tule, Substitute Secretary