

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of March 18, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on March 18, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, Mary Burdett, Sandra Hardy, Kelly Richey and Mike Tule were present.

Others present:

Art Bryan, Library Director, and Deb Spratt, Reference Librarian 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 February 18, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously:

- *VOTED:* To approve the minutes of the February 18, 2003 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 results as of March 18, 2003. They also reviewed the trust accounts and non-budget expenditures.

DIRECTOR'S REPORT

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

- *Circulation:* Circulation as of February 28, 2003 was 29,496 volumes, just slightly less than the same period last year.
- *People count:* The number of people visiting the library through the period ended March 17 was 27,801. This is a 15.8% decrease compared to the same period last year. We do not know why people count is down. The abnormally cold and snowy winter may be having some impact.
- *Personnel:* Art and Phyllis were honored as exemplary town employees by the Milford Rotary Club. Art has been asked to serve on the selection committee for a new systems manager for GMILCS. Tom is leaving GMILCS in mid April to work for the Nashua Public Library.
- *Systems:* The DSL router has been inexplicably shutting down overnight. It restarts easily enough, but we may need to install flash updates to fix the problem. There has also been a security problem with one of the PCs. The security system has been hacked and can't be reset.

Art is looking into the problem. Finally, we donated some of our old PCs to Milford High School.

- *Facilities:* The leak in the tech services room is better, but not totally fixed. The roof was poorly designed and a total fix for the problem is not possible at this time.
- *Common borrower's program:* Common borrower information is not available this month.
- *Other:* The *New Hampshire Library Trustee Association* has requested the opportunity to attend a trustee meeting. The purpose would be for the *NHLTA* to learn about issues facing the library and to offer advice. After deliberation, it was the sense of the board that it is not necessary for the *NHLTA* attend the meeting or provide advice.

OLD BUSINESS

- *91 Nashua Street:* The trustees discussed the current status at the Green House. There is a potential tenant for the second floor apartment. The property manager is going through the necessary screenings and background check.

NEW BUSINESS

- *Election of Officers:* Upon motion duly made by the secretary and seconded, it was unanimously:
VOTED: That the following slate of officers be elected for 2003, each individual listed below to serve in the position indicated until his or her successor shall be duly elected and qualified:
Sandra Hardy - Chair
Mary Burdett - Treasurer
Michael Tule - Secretary
Kelley Richey indicated a willingness to serve as secretary when she becomes more familiar with the trustee meetings.
- *Library Impact Fee:* A meeting will be held to discuss a proposed Library Impact Fee on Tuesday, March 25, 2003 at 6:30 p.m. at the Town Hall. Trustees are encouraged to attend.
- *Security of Collection:* A number of DVD's have been stolen from the library. The trustees discussed security measures and practical ways to deal with the problem. After further discussion, it was agreed that the DVD rack would be moved closer to the circulation desk to discourage individuals from stealing them.
- *Purchase of Lawnmower:* Art has recommended that the Library purchase a lawnmower and have Mark undertake mowing and groundskeeping duties. Currently, these services are provided by the Milford DPW. Mark has indicated a willingness to do the work as part of his custodial duties. The idea has been vetted with the Town Manager and she is in favor of it. After further discussion, and upon motion duly made and seconded, it was unanimously:
VOTED: To authorize the expenditure of up to \$500 from the Tarbell Fund to purchase a lawnmower and landscaping tools sufficient to allow the Library custodian to take care of the grounds. There being no further business to come before the meeting, it was unanimously:
- *VOTED:* To adjourn at 9:30 p.m.

Michael Tule, Substitute Secretary