

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of April 15, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on April 15, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, 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 March 18, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously:

- *VOTED:* To approve the minutes of the March 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 April 15, 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 numbers for March were not available due to a fault in the new *GMILCS* system. Art believes, however, that circulation is roughly the same as in the same period last year.
- *People count:* The number of people visiting the library through the period ended April 14 was 38,542. This is a 10.8% decrease compared to the same period last year. The decline in foot traffic has moderated from the rather steep drop last month. We suspect that the decline was due in part to the bad winter weather and in part to decreased hours of operation compared to the same periods last year.
- *Personnel:* Melissa Deschenes will be leaving to take on a full time job. We will need to hire a new part-time librarian to fill in the time slots that Melissa was working.
- *Systems:* Two pc's have been hacked and are inoperable. Art and Deb have some idea of who the culprit is but it is difficult to catch them in the act. Dick Lambert will strip the machines down and get them working again. A barcode scanner died and we have ordered two new ones to

replace. One of the other PCs is having motherboard issues. The new GMILCS system continues to be plagued with bugs. Marilyn Borgendale has replaced Tom Corbett, who resigned last month. The search is underway for someone to assist Marilyn.

- *Facilities:* We have ordered outdoor trash receptacles with ashtrays to try to cut down on the trash thrown on the grounds. We have also purchased a 4' x 8' cork bulletin board to be placed in the area around the Mac in the children's room. There are also miscellaneous lighting and electrical issues with the outdoor security lights and a portion of the history room.
- *Other:* The historic maps of Milford and Hillsborough County have been restored and are ready to display. We will be trying a few different places in the library before finding a permanent place to hang them. The children's summer reading program is also ramping up. It will be done together with the Milford schools, as it was last year. Due to a cut in grants from the state, we will share the cost of the program with the schools. Our share is expected to be approximately \$300.

OLD BUSINESS

- *91 Nashua Street:* We have new tenants for the second floor apartment. They have done a nice job sprucing the place up. They may do the first floor work for the cost of materials/labor and a break on the rent. The lease is month to month with no long-term commitment.
- *Long Range Plan Update:* The revised plan was tabled for this meeting and will definitely be discussed at next month's regular meeting.
- *Library Impact Fee:* The library impact fee was approved by the selectmen and will be implemented as of April 14, 2003.
- *Security of Collection:* The DVD thief has been banned from the library. Certified letters were refused for delivery but if he attempts entry, we will hand him the letter and escort him away.
- *Purchase of Lawnmower:* Art is considering a few models and will decide on a lawnmower soon.

NEW BUSINESS

- *Planning Issues:* The trustees reviewed and considered contingency planning in the event that Art is unable to perform his duties for an extended period. For the most part, Art believes that things would work smoothly. However, there are areas, particularly in the finance area, where Art needs to cross train. Art and Deb are reviewing the situation and will report back at the next meeting.
- *Building Planning:* The trustees discussed planning for a new addition to the library. It was agreed that we should take the first steps and update the space needs analysis, tour the existing library and grounds, and develop ideas for library needs. We will meet on Wednesday, April 30 to discuss these issues further.
- *Code of Conduct:* Art will amend the existing Code of Conduct and circulate it at the next meeting for consideration by the trustees. There being no further business to come before the meeting, it was unanimously:
 - *VOTED: To adjourn at 9:56 p.m.*

Michael Tule, Substitute Secretary