

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of May 20, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on May 20, 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, Mary Burdett and Chris Costantino were present at the meeting.

Others present:

Art Bryan, Library Director, and Deb Spratt, Reference Librarian, was 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 April 15 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously: VOTED: To approve the minutes of the April 15, 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 May 20, 2003. They also reviewed the trust accounts and non-budget expenditures. Art announced that the library would be changing accounting procedures to correspond with the Town of Milford's accrual based accounting system.

DIRECTOR'S REPORT

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

- *Circulation:* Circulation numbers for the month of April were unavailable due to a *GMILCS* system failure.
- *People count:* The number of people visiting the library for this period was 52,065. This is a 7% decrease for the same period from last year. One of the library "people counters" malfunctioned but has been replaced.
- *Personnel:* Terrie Marietta has been hired as a part-time library assistant. Melissa Deschenes is now only working weekends

- *Systems:* Eric Graham, the former administrator for the *Merrimack Valley Library Consortium*, has been hired by *GMILCS* to replace Tom Corbett. Mr. Graham will begin June 16th.
- *Facilities:* The fountain basin has been patched and the pump fixed. The library did not open on Thursday, May 15, due to the power outage caused by the electrical work being done on Middle Street. Power was not restored until 4:30. The staff was sent home at 2:30. Due to the power outage Art discovered that the main floor emergency lighting was not working. The whole unit has been replaced.
- *Other:* A patron may be using library computers to lure teenagers via chat rooms. The police have been contacted and the case will be referred to the Detective Division.

OLD BUSINESS

- *91 Nashua Street:* The second floor has been renovated. The tenants are renovating the first floor in exchange for two months rent. The renovations are scheduled to be done by June 1.
- *Security of Collection:* The relocation of DVDs seems to have kept the thieves at bay.
- *Purchase of Lawn Mower:* The library has purchased a Honda Lawnmower using money from the Tarbel Fund.
- *Library Code of Contact:* The trustees approved the *Library Code of Conduct*. The procedures for the library staff to follow if children are not picked up at closing were discussed. It was decided that a staff member should stay until the child is picked up. Deb and Art will announce at the staff meeting that staff members are to be paid for the time they wait with the child.
- *Long Range Plan Update:* Art will send an electronic copy of the *Long Range Plan* to Sandra. Sandra will add Cara's prior changes. The Internet policy objective will be removed. Also to be edited is the section reflecting that the library is the hub of Internet sources rather than Internet resources.
- *Building Planning:* Art distributed the library plot plans. A meeting was scheduled for June 6 at 6:00 p.m, to discuss the space needs analysis.
- *Acoustic Café:* The 2002-2003 sessions were well attended. The Café Committee has decided to continue the series.

NEW BUSINESS

- *Budget:* The Selectmen want department budgets in by end of July. Art has put together a tentative 2004 bare bones budget. The Selectmen have announced that Department Heads should not budget for wages and salaries. Art expects to have guidelines from town next week.
- *Acoustic Café 2003-2004:* The Café Committee met to begin planning for the new season on May 20. They have a long list of performers from which to choose. Bert suggested that next year the chairs be staggered to allow better view of the performers.

BUSINESS FOR NEXT MONTH

- *Patriot Act*

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

- *VOTED: To adjourn at 9:06 pm.*

Kelly Richey, Substitute Secretary