

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of June 17, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on June 17, 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, Mike Tule and Chris Costantino were present. Mary Burdett joined the meeting at 8:35 p.m.

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 May 20, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously:

- *VOTED:* To approve the minutes of the May 20, 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 June 17, 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 the month of May were 13,024. Year to date circulation numbers were 72,362, a 2% decrease for the same period last year.
- *People count:* The number of people visiting the library for the period ending June 16, 2003 was 62,197. This is a 3% decrease for the same period from last year.
- *Personnel:* The trustees discussed staffing needs and the need for full-time versus part-time librarians. Art will be addressing these issues.
- *Systems:* Two older PCs have failed and have been replaced. Software for visually handicapped people has been installed on some of the PCs. The library is still in the process of connecting to the new town accounting system.
- *Facilities:* An outdoor light has burned out and needs to be replaced. The grounds look very good. Mark has done an excellent job with the mowing and gardening.

- *Other:* The summer reading program is more popular than ever, with over 500 children participating. Young adult sign up will take place on June 23.

OLD BUSINESS

- *91 Nashua Street:* Renovations are now complete.
- *Long Range Plan Update:* After review and discussion, and upon motion duly made and seconded, it was unanimously:

VOTED: To approve the Wadleigh Library Long Range Plan in the form presented at this meeting.

- *Acoustic Cafe:* The 2003-2004 line up has been finalized.
- *2004 Budget:* The budget for 2004 has been circulated and will be discussed at the next meeting.

NEW BUSINESS

• *Patriot Act:* Congress has enacted the USA Patriot Act, which will place obligations on public libraries to respond to inquiries from law enforcement authorities under certain circumstances. The staff has been briefed and all inquiries under the Patriot Act will be referred to Art or Deb. There being no further business to come before the meeting, it was unanimously:

- *VOTED: To adjourn.*

Michael Tule, Substitute Secretary