

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of September 16, 2003 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on September 16, 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 Chris Hardy 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 July 15, 2003 were circulated for approval. The August 19, 2003 minutes will be corrected to show that Tom Delt should be read Tom Belt. Upon motion duly made and seconded, it was unanimously: **VOTED: To approve the minutes of the August 19, 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 September 16, 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 through the month of August were 111,761. This is down 3.4% for the same period from last year.
- *People count:* The number of people visiting the library through September 5, 2003 was 99,656. This is a 5.6% increase for the same period from last year.
- *Personnel:* Susie Snyder, one of the library's part-time employees affected by the BOS change of benefit structure, has decided to not work 35 hours.
- *Systems:* The *New Hampshire Job Service* computer is down, but will be replaced. The library has been informed that to upgrade the *DYNIX* system our network infrastructure must be "beefed up". Our initial understanding was that our network was sufficient. However, to upgrade our capacity one 768KB DSL lines will be added, a new phone line will be installed and the router

will be replaced. *GMILCS* will be hiring Atrion to maintain the network. Each *GMILCS* library will have to hire Atrion separately to take advantage of their maintenance capabilities.

- *Facilities*: The carpet installation is complete.
- *Other*: Videos and Music Compact Discs will now be stored in cases out on the floor instead of behind the circulation desk and in the video storage cabinets. The storage cabinets will be sold. The library is negotiating its contract with our primary book wholesaler, Ingram. Ingram wanted to cancel our contract due to the fact that we weren't buying enough materials from them.

OLD BUSINESS

- *91 Nashua Street*: The empty apartment is being shown. Mark's compensation for being the Building Manager has not been decided.
- *2004 Budget*: Our budget presentation to the Board of Selectmen will be on September 18, 2003. The change in the full time employee assumption will be talked to at the meeting, but can not yet be changed in the budget

NEW BUSINESS

- *Request for meeting with the Library Trustees*: Jane Fallon would like to attend the Trustee Meeting in October. She has been asked to submit a letter detailing her purpose for attending by October 14, 2003.
- *Acoustic Cafe*: The first show for the new season is October 18, 2003.

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

- *VOTED: To adjourn at 9:30 p.m.*

Kelly Richey, Substitute Secretary