

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of October 21, 2003 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on October 21, 2003 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

**Trustees Present:**

Tim Barr, Mary Burdett, Kelly Richey, Bert Becker, Chris Costantino, Sandra Hardy and Mike Tule were present at the meeting

**Others present:**

Art Bryan, Library Director, and Deb Spratt, Head of Reference, were also present. Jane Fallon and Katie Chambers also attended the meeting

**Quorum:**

The Chair noted that a quorum was present and called the meeting to order at 7:30 p.m.

**Presentation of Letter by Jane Fallon:**

Jane Fallon was a guest at the meeting to present a letter to the trustees outlining her concerns on library managerial issues and issues related to the Acoustic Café program. Mrs. Fallon's letter had been circulated to the trustees in advance of the meeting. The Chair asked Mrs. Fallon whether she wanted to read the letter into the record of the meeting. The Chair noted that a full copy of the letter would be attached to the minutes of the meeting and would become part of the record. Accordingly, Mrs. Fallon agreed that she did not need to read the letter into the record. The Chair noted that Mrs. Fallon's letter raises a number of issues that must be discussed among the trustees and that the board was not prepared to respond to the letter immediately. The Chair stated that the board would discuss the letter after presentation of the regular items on the agenda. She noted that the board would respond after consideration and investigation of all of the items raised. Mrs. Fallon stated that she understood that the board would need time to consider the issues raised in her letter. She stated that she would answer any questions that any trustee might have at the appropriate time. The Chair stated to Mrs. Fallon that she was free to attend the remainder of the meeting as the board reviewed the regular agenda items. Mrs. Fallon declined to stay and left the meeting at [7:55 p.m.]. Mrs. Chambers left the meeting at [8:05 p.m.]. The Board then proceeded to the regular agenda items.

**APPROVAL OF MINUTES**

Copies of the minutes for the last trustees meeting held on September 16, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously:

VOTED: To approve the minutes of the September 16, 2003 trustees meeting in the form presented at this meeting.

### **TREASURER'S REPORT**

The trustees reviewed the library budget expenditures as of October 21, 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 September were 125,299. This is down 1.4% for the same period last year.
- *People count:* The number of people visiting the library through October 20, 2003 was 155,314. This is a 8.2% increase through the same period from last year.
- *Personnel:* Deb and Art will be attending the *New England Library Association Conference* in October.
- *Systems:* The microfiche machine has been fixed. Techs are coming on October 22, 2003 to install the DSL lines and the new router. A color copier was purchased for staff use.
- *Facilities:* Two light fixtures in the director's office are not functioning. The company contracted to do the initial work was fired by *Public Service of New Hampshire* so a new contractor must be sent to replace the fixtures. A stink bomb was exploded near the library lobby. Upholstered chairs have been ordered to replace the old chairs located presently in the periodical and rear window seating areas. *Giles Woodworking* has been hired to build three new CD cabinets. The metal cabinets which were used to house the CD collection have been taken by the planning department.
- *Other:* The October Acoustic Café was well attended. The library renewed its contract with Ingram Booksellers. The director passed out a letter from *Keefe & Keefe, Attorneys at Law*, informing the trustees that the library is a potential beneficiary of a portion of an estate. How much is to be donated is unknown.

### **OLD BUSINESS**

- *91 Nashua Street:* The second apartment has not been rented. An electrician will do some rewiring of the outlets in the upstairs apartment. Mark Davis, as the building manager for 91 Nashua Street, will be compensated 8% of the gross rent. His fee will be paid monthly. The director will draft a contract to be reviewed by the Trustees.
- *2004 Budget:* The library's budget committee representatives met with Deb Spratt, Art Bryan, and Chris Costantino. The representatives felt that the library budget could not be cut any further.
- *Building Planning:* The trustees need to start plans to form a *Building Committee* and a *Fundraising Committee*. The members of the *Wadleigh Development Fund* were mentioned as potential consultants in the trustee's fundraising initiatives. The director will send out the names of the members of the *Development Fund* to the trustees.

### **NEW BUSINESS**

- *Building Planning* The topic of a library user's survey was revisited. Deb Spratt will explore the possibilities of an online user's survey. Art will provide the trustees with ideas on how to inform the public of the importance and benefits of a survey to identify user needs and provide better service. In anticipation of the discussion on how to best deliver the survey to the public, Bert Becker will explore bulk mailing requirements.

- *Trustee Web Page:* The Wadleigh Library Trustee's web page is now live.

### **BUSINESS FOR NEXT MONTH**

The trustees will review the library's policies and guidelines for public internet access. There being no further business to come before the meeting, it was unanimously:

- *VOTED: To adjourn at 10:20 p.m.*

Kelly Richey, Substitute Secretary