

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of November 18, 2003 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on November 18, 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.

**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 October 21, 2003 were circulated for approval. Upon motion duly made and seconded, it was unanimously: VOTED: To postpone approving the minutes of the October 21, 2003 trustees meeting until December, pending suggested changes to the minutes by Mike Tule.

**TREASURER'S REPORT**

The trustees reviewed the library budget expenditures as of November 18, 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 October were 139,245. This is down 3.6% for the same period from last year.
- *People count:* The number of people visiting the library through November 16, 2003 was 126,792. This is a 9.3% increase through the same period last year.
- *Personnel:* Nate Fredrickson, one of the library pages, will be leaving at the end of December. Another page, Jared Bischke will be leaving at the end of the school year. Two new pages, Jared Davison and Jennifer Lamy will begin in December. Children's Librarian, Stephanie Minter, will be reducing her hours for the month of December for personal reasons.
- *Systems:* The new DSL set up is working successfully. Three new computers were purchased for staff use and the memory was upgraded on five of the library computers. A number of library computers will have to be upgraded by April to run the new library system software. Nine new flat panels were purchased.

- *Facilities:* The replacement furniture for the patron seating areas has arrived. The Video and CD storage changeover is going well. The new CD bins will be finished in December.
- *Other:* Seventy-five people attended the November Acoustic Café.

### **OLD BUSINESS**

- *91 Nashua Street:* The empty apartment has been rented. Mark Davis has signed a contract detailing his responsibilities and compensation as the 91 Nashua Street building manager.
- *2004 Budget:* No update.
- *Building Planning:* Deb Spratt updated the trustees on the feasibility of an online user's survey. There is software available that will allow the trustees to put the poll/survey online. Functions are built in to allow certain attributes such as expiration dates and only allowing users to fill out the survey once. Deb will look into compatibility of the software with our systems. The trustees were given a copy of a past library survey. Deb needs to be given feedback on this survey at the December meeting.  
Bert Becker updated the trustees on the cost of mailing the surveys in bulk.
- *Trustee Response to Jane Fallon's Letter:* The trustees discussed the response to Jane Fallon's letter. A final draft of the response will be sent out for review and sign-off by the trustees.

### **NEW BUSINESS**

- *Review of Public Internet Access Policy:* Upon motion duly made and seconded, it was unanimously decided to approve the *Policy and Guidelines for Public Internet Access*.
- *Delegation of Responsibilities to Library Director:* The Board of Trustees delegates the handling of personnel issues to the Library Director. Is this policy legal? Art will contact the state library for guidance. Art will also compile a list of delegated responsibilities and the trustees will formalize the list at the December meeting.
- *Acoustic Café Funding:* Upon motion duly made and seconded, it was unanimously decided to fund the Acoustic Café performers for the 2003/2004 season from the *Board of Trustee's Unrestricted Fund Account*.
- *Holiday Gifts for Staff:* Each staff member will receive a \$35.00 Toadstool Gift Certificate from the Board of Trustees.

### **BUSINESS FOR NEXT MONTH**

Review the user's survey.

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

- *VOTED: To adjourn at 9:05 p.m..*

Kelly Richey, Substitute Secretary