

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of January 20, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on January 20, 2004 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 7:35 p.m.

APPROVAL OF MINUTES

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

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

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of January 20, 2004. 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 December 2003 were 152,651. This is down 2.5% for the same period last year.
- *People count:* The number of people visiting the library through January 19, 2003 was 7953. This is a 26% increase through the same period last year.
- *Personnel:* Mark Davis, the library custodian, was fired on January 7, 2004. Mr. Davis was terminated for cause. The circumstances were such that immediate termination after due investigation was warranted. Art Bryan explained the circumstances and results of the investigation to the Trustees.

Upon motion duly made and seconded, the actions take by Art Bryan on January 7, 2004 to terminate Mark Davis were ratified by a unanimous vote.

The Wadleigh Library is actively looking for a new custodian. Art Bryan has received ten

applications for the job. It was decided that a criminal background check will be run on the primary potential candidates. The Department of Public Works has loaned the library a member of their staff to fill the position until a new custodian can be hired.

Employee performance evaluations will begin in February. This year new forms and procedures are required by the town. Art Bryan will bring the staff evaluations to the February meeting.

- *Systems:* All but two computers have been installed with software to block instant messaging and chatting.
- *Facilities:* The library has been experiencing problems with the heat. A tree on the library's property appears to be rotten and in danger of falling on an abutter's property. A tree service will be called to inspect the tree.
- *Other:* 115 people attended the January 17, 2004 *Acoustic Café*.

OLD BUSINESS

- *91 Nashua Street:* On January 8, 2004, Art Bryan received a complaint from the first floor tenant of a leak in the bedroom. Kokko Builders and a plumber were called to fix the leak and replace ceiling soaked by leaking water. The leak, it was discovered is being caused by a faulty automatic fill valve. As of January 20, 2004 the part was still on order. The trustees agreed to prorate rent for the tenant to accommodate the inconvenience.
- *2004 Budget:* As of January 20, 2004 the budget was intact.
- *Building Planning:* The library needs survey has been reviewed by the Board of Trustees. The survey will be mailed out to all the households in Milford. Bert volunteered to find out the number of households. Deb Spratt will get in touch with the printer about printing costs. The cost of the printing and mailing of the library needs survey will come from the Trustee Account.
- *Delegation of Responsibilities to the Library Director:* The Trustees determined that it would be appropriate to formally delineate the responsibilities delegated by the Board of Trustees to the Wadleigh Memorial Library Director. Upon motion duly made and seconded, it was unanimously voted to delegate the following responsibilities to the Library Director.

Delegated Responsibilities of the Library Director

Authorizing legislation: RSA 202-A:16 Powers and duties. In addition to any other duties, which the librarian may be delegated from time to time, the public librarian shall:

- I. Serve as the administrative officer of the public library;
- II. Recommend to the board of library trustees the appointment of all employees

Pursuant to RSA 202-A:16, the Trustees of the Wadleigh Memorial Library have delegated the following duties to Arthur L. Bryan, Library Director.

1. To authorize expenditure of all monies within the approved library budget.
2. To authorize and expend monies collected from fines and lost materials and from income generating equipment pursuant to RSA 202-A:11, III and RSA 202-A:11-a. Funds contained in the Special Fund (fines) and the Copy Fund (generated revenues).
3. To expend monies received as grants and gifts for the purposes specified, or for "pass-through" programs, as contained in the Trustee's Account and to expend other funds from the Trustee's Account as specifically authorized by the Board of Trustees.

4. To expend funds from the Tarbell Fund for maintenance and improvements of the library grounds and landscaping.
5. To be a signer on all of the library checking and deposit accounts and to write and sign checks as necessary and appropriate and to transfer funds as needed.
6. To supervise the rental and maintenance of the library's properties and to work with the library's property manager.
7. To report to the Board of Trustees on a regular monthly basis all financial activities, including expenditures, as listed above.
8. To prepare all library reports for the Board of Trustees.
9. To represent the library as a Town Department Head in all interactions with the municipal government, other organizations and the public.
10. To represent the library board in meetings with the Trustees of Trust Funds.
11. To represent the library as the official voting representative to the *GMILCS, Inc. Board of Directors*. (Deb Spratt is an alternate representative.)

BUSINESS FOR NEXT MONTH

- *Job description revision for custodial staff*: Art distributed the new custodian job description. The Trustees approved the job description as amended.
- *Review Town Personnel Policy*: Art will send an electronic copy of the Town Personnel Policy to the Trustees.
- *NH Library Association Meeting, May 2004*: Sandra Hardy will attend the NHLA meeting.

There being no further business to come before the meeting, it was unanimously:
VOTED: To adjourn at 9:45 p.m.

Kelly Richey, Substitute Secretary