

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

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on April 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, Mike Tule and Sandra Hardy 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 March 16, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the March 16, 2004 trustees meeting in the form presented at this meeting.

**TREASURER'S REPORT**

The trustees reviewed the library budget expenditures as of April 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 March 2004 were 45,172. This is even for the same period last year.
- *People count:* The number of people visiting the library through through April 2004 was 51,470. This is a 34% increase through the same period last year.
- *Personnel:* Phyllis is recovering from surgery.
  
- *Systems:* The library's computer systems are stable. GMILCS is being continually updated.
- *Facilities:* Joel finished painting the large meeting room, lobby, and bathrooms. He is now in the process of washing the windows. A roof leak developed over the circulation desk. Joel patched it temporarily until the roofers can come to fix the leak permanently. Due to the leak a light fixture needed to be replaced in the technical services department.

- *Other:* Library Insight training will begin the first week in May. Sandra and Art attended the *Wadleigh Library Development Fund* meeting. Art and Sandra asked them to donate \$2300.00 to support the Library Insight Program. The donation request was accepted. The program on the *Patriot Act* needs to be rescheduled. None of the dates proposed by the library will work with the presenters' schedules. A new date will be proposed. A new adult program – *The Independent Film Series* – will begin May 12, 2004. An independent film will be shown the 2nd Wednesday of every month. The *Acoustic Café* was attended by 95 people.

- *Appointment: Chief Fred Douglas, Milford Police Department:* The Trustees met with Chief Douglas about teenagers loitering inside and outside the library and causing problems for staff and other patrons. The infractions have included underage smoking, inappropriate language, rock throwing and intimidation of other library users. Chief Douglas encouraged the staff to continually apply the *Wadleigh Memorial Library Code of Conduct*, which is on display in the library. He was also agreeable to library staff calling the Police Department to report unruly patrons. The Chief has asked his officers to routinely monitor the library, especially on Mondays, Tuesdays, and Wednesdays, as these days seem to be the worst. Chief Douglas left the Trustee Meeting at 8:50pm. The Trustees encouraged Art to pass along their wish that the *Code of Conduct* be strictly enforced. Enforcement of the *Code of Conduct* will be fully supported by the Trustees. Problem patrons of any age should not infringe on the rights of those users who come to the library to correctly use the services offered. Deb and Art will present Chief Douglas' recommendations and the Trustees wishes to the staff at the next scheduled staff meeting.

## **OLD BUSINESS**

- *Rental Property at 91 Nashua Street:* Insurance will pay \$1,294.00 toward the repairs incurred by the radiator leak. A Building Manager has not yet been hired. Art will pursue bids.
- *User Survey:* Bert Becker presented the bulk mailing rates to the Trustees. The survey will be sent to 6,750 households. Deb will give Bert a sample of the survey to take to the Post Office for final pricing.
- *Attendance at NHLA:* Sandra, Tim, Chris, Mary and Deb Spratt will be attending the *New Hampshire Library Association* conference.
- *Rules of Procedure:* The Trustees reviewed the policy written and approved at the March 16 meeting. The Trustees felt that the policy needed more rewrites. The Trustees tabled the discussion until the May meeting for Sandra to rewrite the policy and send to the Board Members for review. Deb Spratt left the meeting at 9:15pm.

## **NEW BUSINESS:**

- *Policy Review:* The Trustees reviewed the revised *Interlibrary Loan* policy circulated in advance of the meeting. Upon motion duly made and seconded, it was unanimously voted to adopt the revised *Interlibrary Loan Policy* in the form presented at the meeting.
- *Acoustic Cafe Committee:*  
The *Café Committee* will begin meeting in June to start lining up performances for next season. The Trustees reviewed the merits and mission of the *Acoustic Café* program. They concluded that the continuation of the *Acoustic Café* series for 2004/2005 is consistent with the Library's mission and will be beneficial to the Library and its patrons. Accordingly, upon motion duly

made and seconded, it was unanimously voted to continue the *Acoustic Café* series for the 2004/2005 season. It was further voted to appoint Sandra Hardy, Tim Barr, Art Bryan and Deb Spratt as members of the *Acoustic Café Committee*, with responsibility for planning and implementing the *Acoustic Café* series. The Committee shall report to the Trustees at regular intervals on their progress and all expenditures of funds in connection with the *Acoustic Café* series shall be approved by the Trustees, in accordance with applicable law.

There being no further business to come before the meeting, it was unanimously:  
*VOTED*: To adjourn at 10:05 p.m.

Kelly Richey, Substitute Secretary