

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of May 18, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on May 18, 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, Bert Becker, Mary Burdett, Chris Costantino, Sandra Hardy, Kelly Richey 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 April 20, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the April 20, 2004 trustees meeting in the form presented at this meeting.

TREASURER'S REPORT

The trustees reviewed the library budget expenditures as of May 18, 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 April were 58,962. This is a 1% decrease for the same period last year.
 - *People count:* The number of people visiting the library through May 17, 2004 was 62,330. This is a 26% increase through the same period last year.
 - *Personnel:* A new page will need to be hired. Jared Bieschke is leaving for college.

 - *Systems:* Library Insight training and integration is going well. Art, Deb, Arlene and the children's staff have been trained. The process to add calendar items and reserve museum passes is online but currently only for staff use.
- The library will be going wireless. For less than \$500.00, access can be set up and adaptor cards

for the laptops purchased. The money will come out of the library budget for computers and peripherals. The installation is to be done by Eric Graham (from GMILCS) and Dick Lambert.

- *Facilities:* The light fixture in Tech Services has been repaired. Joel cleaned the fountain. The library will be closed June 11, 2004 to have the entire electrical circuit panel replaced. The glass in the main rear door that was broken by vandals was replaced.

- *Other:* The Friends of the Library earned \$354.00 from the Krispy Kreme fundraiser. Adult Services began the *Independent Film Series* this month.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* Art received no response to letters sent to property managers concerning 91 Nashua Street. Letters were sent to Kokko Realty and a property manager in Nashua. We will continue to pursue bids for the management of this property.

- *User Survey:* The library needs survey has been completed. Bert will take an example to the Post Office to determine the price of mailing.

- *Attendance at NHLA:* Sandra, Tim, Chris, Mary and Deb Spratt will be attending the *New Hampshire Library Association* conference.

- *Rules of Procedure Review:* Upon motion duly made and seconded, the vote was unanimous to approve the *Rules of Procedure* to communicate with the Wadleigh Memorial Library Board of Trustees.

Rules of Procedure

A person wishing to communicate with *Wadleigh Memorial Library Board of Trustees* should submit in writing his/her concerns and, if desired, request an appointment with the Trustees. The Chair will provide written acknowledgement of receipt of the written communication and confirm or deny a requested appointment. The standard appointment to address the Trustees is ten minutes. Requests for appointments should be received at least one week prior to the scheduled meeting. If an appointment is not requested, the Trustees will provide a written response to concerns within one month after the next scheduled meeting.

It is the responsibility of the Chair to recognize a visitor wishing to address a public meeting of the Trustees. A simple majority of the Trustees may override the Chair's decision.

NEW BUSINESS:

- *Board of Selectmen (BOS) Representative:* Gary Daniels has been appointed by the BOS as its representative/coordinator with the Board of Trustees of the library.

- *Carpet Replacement:* Art received a bid from Holland Flooring (South Street, Milford) for the replacement of the carpeting in the library and new rubberized covering for the stairs and landings. The carpeting in the Children's Room will be replaced first. The Board unanimously voted to spend up to a total of \$13,308 for carpet replacement this year. Four thousand dollars will come from the budget; the rest of the funds will be used from the Fine Account. The Board unanimously voted to obtain additional bids prior to making a final award.

- *Proposed Investment Change:* After a general discussion of options, the Board decided to table the discussion pending the receipt of further information on options for investment. Art will provide additional information at the next meeting.

- *Policy Review:*

Borrower Cards/Circulation Policy: The discussion of this item was tabled until Art provides the Board a fee schedule.

Computer Use Policy: Upon motion duly made and seconded, the vote was unanimous to approve the computer use policy as presented at this meeting.

Damaged Materials Policy: Upon motion duly made and seconded, the vote was unanimous to approve the *Damaged Materials Policy* as presented at this meeting.

- *New Items for Policy Review:*

- Confidentiality Policy:* This item was tabled for discussion at the next meeting.

- *NON-PUBLIC SESSION:* The Chair recommended a non public session to discuss correspondence received by Katie Chambers, Town Administrator. Upon motion duly made and seconded, the vote was unanimous to hold a nonpublic session in accordance with New Hampshire RSA 91-A:3.

The minutes of the nonpublic session are sealed. Upon motion duly made and seconded it was unanimously voted to exit the nonpublic session of the meeting in accordance with New Hampshire RSA 91-A:3.

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

VOTED: To adjourn at 9:50 p.m.

Kelly Richey, Substitute Secretary