

**WADLEIGH MEMORIAL LIBRARY**  
**Board of Trustees**  
**Minutes of August 17 , 2004 Regular Meeting**

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A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on August 17, 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

**Trustees Present:**

**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 July 20, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

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

**TREASURER'S REPORT**

The Treasurer's report was distributed and discussed among the trustees. The trustees reviewed results as of August 16, 2004. They also reviewed the trust accounts and non-budget expenditures, as well as the financial report relating to the rental property at 91 Nashua Street.

**DIRECTOR'S REPORT**

Art Bryan gave the Library Director's report on the following items:

- *Circulation:* Year to date circulation numbers were 102,687, a 3% increase from the same period last year.
- *People count:* The number of people visiting the library for the period ending August 16, 2004 was 101,983. This is a 18% increase over the same period from last year. The trustees noted that the people count would have been higher if the Library had not been closed for the children's room carpet replacement.
- *Personnel:* Joel Trafford, the library custodian, has completed his probationary employment period.
  
- *Systems:* Systems are working well. GMILCS will be doing a major upgrade to the system on August 23 and the system will be unavailable at that time. The library will be closed on that date and no major disruptions are expected.
- *Facilities:* The children's room carpeting has been replaced and the room has been painted. The room looks great and everyone is pleased. Art noted that the staff and volunteers have done an outstanding job and has shown outstanding commitment to the library and its patrons during the process. The large plate glass windows will be replaced this Friday as authorized by the vote of the trustees at the June meeting. Art is still in the process of obtaining quotes to replace the large wooden front door, which has deteriorated and is in need of replacement. Art has also

received a quote to replace the fire alarm panel from Simplex Grinnell. He is awaiting more quotes and will review them with the fire chief to ensure that the replacement is adequate.

- *Other:* The summer reading program is still going strong. The adult program has 55 members and has finished 368 books; the children's program has 302 members and has completed 4366 books. The online reporting of books read has worked out extremely well.

The Milford death rate project has been completed and is at the bindery. This is an excellent resource that is well-used at the library.

## **OLD BUSINESS**

- *Rental Property at 91 Nashua Street:* Minor plumbing problems in Apartment 2. Otherwise, all is well.

- *Building Planning:* The trustees reviewed updated results of the library user survey. Fifteen additional surveys have been received. The results of the survey have not materially changed.

- *Acoustic Cafe:* The 2004-2005 line up has been finalized. Deb is working on promotional materials.

- *2005 Budget:* The budget for 2005 will be presented to the selectmen on August 25, 2004 at 3:00 p.m. All trustees are encouraged to attend.

- *CIP Presentation:* The CIP presentation was made on Wednesday, August 11.

- *Patriot Act Forum:* The trustees discussed the upcoming Patriot Act Forum, to be jointly sponsored by the Wadleigh Library and the Social Responsibility Department of the Unitarian/Universalist Society. This is an educational program open to the general public. The purpose of the program is to discuss civil liberties and the impact of the Patriot Act. The Patriot Act has a direct impact on the library and its patrons, and the topic is timely. The speakers have agreed to speak without compensation. The forum will be held in the town hall. The selectmen have expressed some concern over the co-sponsorship with the Unitarian/Universalist Society. Some of the invitations sent out have erroneously reported the Milford Unitarian Universalist Church as the co-sponsor. Those notices have been corrected. The trustees confirmed that the program is non-sectarian and that presentation of the topic is consistent with the library's mission. The speakers will present a balanced view of the Patriot Act and its impact on civil liberties, and the Library has not taken and does not, in sponsoring this forum, take a public stance for or against the Patriot Act. The police department has stated that it will require a special detail for the forum. Art will ask the Social Responsibility Department to pay for the special detail. Sandra will discuss the issue with the Selectmen and report back to the trustees.

## **NEW BUSINESS:**

- *Warrant Articles:* The trustees discussed whether to draft warrant articles for this year's town meeting. Warrant articles are due in October of this year. The trustees discussed warrant articles for various items, including the restoration of hours of operation for the library. Art will prepare an analysis of the costs for restoring hours at various levels and the trustees will discuss this at the next meeting.

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

VOTED: To adjourn at 9:00 p.m.

Michael Tule, Secretary