

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of September 21, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on September 21, 2004 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Trustees Present:

Tim Barr, 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 August 17, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the August 17, 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 September 21, 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 115,965, a 4% increase from the same period last year.
- *People count:* The number of people visiting the library for the period ending September 20, 2004 was 115,733. This is a 16% increase over the same period from last year.
- *Personnel:* Nothing to report.

- *Systems:* The trustees reviewed and discussed the inventory of computers that Art had prepared and sent to the Board of Selectmen. The GMILCS system upgrade was successfully completed. Deb Spratt reported that beginning in mid-October, the Wadleigh Library will be participating in a program that will allow live chats via computer with a reference librarian 24 hours a day, 7 days a week. The service will be provided by a consortium of libraries located across the United States. Reference librarians will be available to help with research questions whenever library patrons need help. The cost to the library to provide the service will be modest. The second phase of the carpeting replacement has been completed. There are problems with the seals on the toilets in the public restrooms. Art is looking into a possible fix and will report to the trustees. The front door will be repaired by Bill Kokko and Joel Trafford at a much reduced cost

from a complete replacement. Art is waiting for the fire department to review the proposal for replacing the fire alarm control panel. Joel will begin painting and scraping the exterior trim of the basement windows. The other trim will be done as weather permits, on a 3 year cycle.

- *Other:* The summer reading program was extremely successful. A total of 357 children and adults read a total of 5,904 books. The online reporting of books read worked out extremely well, and the software provider for online reporting met with staff and participants who gave feedback on ways to enhance the reporting system.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* The south side of the roof will need to be resingled in 2005. It has been temporarily patched to get through the winter. Joel will obtain quotes for replacing the roof.
- *Building Planning:* The trustees reviewed final results of the library user survey. The survey has now been closed.
- *Acoustic Cafe:* The website is now running and promotional materials are done. The library is looking forward to another successful season.
- *2005 Budget:* The budget for 2005 is still being considered by the selectmen.
- *CIP Presentation:* The trustees reviewed 2005 project priorities. The renovation and expansion of the library is currently set to be on the 2008 – 2009 ballot.
- *Patriot Act Forum:* The forum was a great success. Approximately 120 to 150 people attended.

NEW BUSINESS:

- *Warrant Articles:* The trustees discussed whether to draft warrant articles for the restoration of hours of operation for the library. The trustees reviewed an analysis of the costs for restoring hours at various levels. After discussion, and upon motion duly made and seconded, it was unanimously:

VOTED: To authorize the Library Director to seek the support of the selectmen and the budget committee to have a warrant article placed on the ballot for the 2005 town meeting. The warrant article shall seek a vote on whether to restore 4 hours of operation for the library to increase the availability of the library and its services to its patrons. The Library Director is hereby authorized to prepare a draft of such warrant article and to present the article to the selectmen for consideration.

- *Internet Filtering* The trustees reviewed and discussed internet filtering. Currently, the library does not use filtering software on the public computers used by patrons to access the internet. Only one library in New Hampshire (Nashua) currently uses such software. The use of such software has caused problems for users in other libraries in that many legitimate sites are blocked from viewing. Art and Deb each stated that the library has experienced very few problems with patrons viewing inappropriate websites. That is because the machines are in very visible places. If someone is viewing an inappropriate website, the staff will ask them to not view such sites on library computers and people have always complied with staff requests. The trustees will continue to monitor the issue on a periodic basis.

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

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

Michael Tule, Secretary