

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of October 19, 2004 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on October 19, 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 September 21, 2004 were circulated for approval. Upon motion duly made and seconded, the vote was unanimously:

VOTED: To approve the minutes of the September 21, 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 October 19, 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 131,074, a 4% increase from the same period last year.
- *People count:* The number of people visiting the library for the period ending October 19, 2004 was 128,320. This is a 15% increase over the same period from last year.
- *Personnel:* Beginning January 1, 2005, town employees will be paid biweekly.

- *Systems:* Deb Spratt's office computer has been removed from the network due to a virus. The GMILCS Technology Librarian, Eric Graham, has resigned. The GMILCS Board will be looking to hire a replacement with both library and technical experience.
- *Facilities:* The rebuilding of the front door has been completed. Joel has started working on the interior finish. The heating/air conditioning ventilator motor in the Children's room stopped working and has been replaced.
- *Other:* Deb provided a screen shot of the library's web page featuring the new 24/7 Reference Librarian service. A weeding project of the library's non-fiction collection has been started.

OLD BUSINESS

- *Rental Property at 91 Nashua Street:* The roof has been patched.
- *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 Friend's of the Library collected \$88.00 in donations at this month's Acoustic Café
- *2005 Budget:* Art passed out the revised Town Budget and is favorably disposed to placing a warrant article on next year's ballot to reinstate the library service hours lost due to the default budget of 2002. At the suggestion of the Budget Committee, Art produced a New Hampshire Library Community Comparison Survey. Data collected by the New Hampshire State Library was used to compare the Wadleigh Memorial Library and its comparable libraries using metrics such as circulation statistics, population numbers, library expenditures, library income, staffing, salaries and patron visits.
- *Fire Alarm Panel Replacement:* An installation and maintenance contract has been awarded to Simplex Grinnell for the replacement of the fire alarm panel.

NEW BUSINESS:

Deb Spratt left the meeting at 8:45 p.m.. The Trustees and Art discussed at length Art's recommendation to promote Deb from Head of Reference to Assistant Director.

Upon motion duly made and seconded, it was unanimously:

VOTED: To promote Deb Spratt to Assistant Director, with an appropriate increase in salary, in accordance with the town's personnel policy, effective November 1, 2004.

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

VOTED: To adjourn at 9:25 p.m.

Michael Tule, Secretary