

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of June 21, 2005 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on June 21, 2005 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Attended

Tim Barr, Bert Becker, Mary Burdett, Sandra Hardy, Kelly Richey, and Mike Tule

Others Present:

Deb Spratt, Assistant Director

Quorum:

The Chair noted that a quorum was present and called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES Bert motioned to accept the minutes of the May 17, 2005 meeting. This was seconded by Mike and accepted unanimously.

TREASURER'S REPORT

Concern with the balance in the trustee account was discussed. Decision to consult Art was made and the trustee account would be updated at that point. Discussed need to fix “print, ads” account. Deb will talk with Ruth and Katie regarding the town's responsibility to pay for the advertisements for director position. There was also discussion regarding line items on purchases. Initially, young adult and children's were grouped together. The plan is to track video purchases, use and make an educated guess with the rationale put in a column. The town has asked all departments to take 1% out of their budget for costs to the police station. Deb and Bert will determine which lines that should come out of and bring to the board at the next meeting.

DIRECTOR'S REPORT

Deb Spratt gave the Library Director's report on the following items:

- **Circulation** 78,401 through May 31, 2005. This is up 10% from last year.
- **People traffic** - : 71,002 through June 21, 2005 which is down 3%.
- **Personnel** - : Phyllis' retirement party will be on Thursday from 5p.m.-7p.m. The trustees voted to give Phyllis a \$75.00 gift certificate to the Mile Away paid out of the trustee account. There are technical reference applications coming in. Deb will interview starting next week. Decision made to re-advertise for the circulation position.

- **Systems** - The machine in tech services is “beeping”. Deb is currently dealing with this. Sirsi-Dynix have merged. Will continue without interruption.
- **Facilities** - The roof: Joel will do some patching of the roof until decision is made regarding major roof repair.
- **Other:** On June 22, 2005 we will lose power between 7a.m. and 8a.m. Waiting to hear from Hall regarding the boiler valve that let go. Will do valves in the fall when need to drain system when switching over to heat.

Deb has completed the training for Connexions cataloging. State has sent out test, paper work has been sent and password should come to Deb in a few weeks.

Joel is looking into bids to correct sidewalk gaps. Tim suggested to repair dangerous gaps and put the rest of repair into budget for next year.

OLD BUSINESS:

- **91 Nashua Street:** the dryer vent has been fixed.
- **Acoustic Café:** The performers have been picked. There is a wide variety of music and a contract for the performers will be put together by the committee.
- **Policy Review:** Staff Security and Building has been reworded and will be reviewed at next meeting. The following policies have been reviewed and accepted as amended by all: “Solicitation/Sales on Library Ground”, “Food in the Library”.
- **Stair Resurfacing:** Stairs to the tech services are okay and will be put off. It was decided that the front entry stairs need to be fixed and will be re-evaluated next month.
- **Roof Repairs:** Bert, the “roof meister” per Sandra, will proceed with exploring costs, specs, etc. and then report back to the trustees.
- **Revels Harvest Production:** The Revels have stated there is a problem with dressing room availability. Sandra has tried to contact the woman in charge to discuss the issue. Her calls have not been returned. Tim moved to not proceed with the Revels...this was agreed unanimously.
- **Annex:** Concern from town staff in building regarding air quality. At this point, there is nothing new to report.

NEW BUSINESS:

- **2006 Budget:** PLA conference is in Boston this year and therefore will need to increase the line budget for staff development. Will also need to increase under building improvements for half the roof repair (half will be done this year). Also discussed increasing line budget for videos and young adult. In general, and increase of 2.5% mainly secondary to the needed roof repair.
- **Art's Retirement:** Discussion regarding doing something special and long lasting for Art in appreciation of his years of service to the library. Will continue the discussion.

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

VOTED: To adjourn at 9:40 p.m.

Kelly Richey, Secretary