

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of November 15, 2005 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on November 15, 2005 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

The dictionary is the only place where success comes before work (**Attended**) : Sandra Hardy (chair), Tim Barr, Mary Burdett, Bert Becker, Chris Costantino, Mike Tule. Director, Michelle Sampson. Assistant Director, Deb Spratt.

The sports section records people's accomplishments; the front page nothing but man's failures (**Minutes**)

- The minutes for the October 18, 2005 Trustees' meeting were approved on a motion by Bert and seconded by Tim.

Annual income twenty pounds, annual expenditure nineteen six, result happiness. Annual income twenty pounds, annual expenditure twenty pound ought and six, result misery (**Treasurer's Report**)

- Bert presented the report. Background information was given to Michelle about expending money at the end of the year, once she knows what the surplus will be, then she can make final decisions on some purchases that have been put off. She should wait until the budget is approved in March before big ticket items are purchased so that if there is a default budget, the library isn't stuck with some large expenses that will be difficult to pay for.

If you put off everything "till you're sure of it, you'll get nothing done (**Director's Report**)

- **Circulation:** · Total circulation up November 10th = 162,356. Last year at this time, total was approximately 153,305. Percentage increase of 5.9% for the entire year.
- For the month of October 2005, circulation was 16,502 items; October 2004 we circulated 14,438 items. Percentage increase of 14% for the month of October over last year.
- **People traffic** People counter through 11/10/05=141,503 Last year at this time =134,931. Percentage increase of 4.8% (note: last month figures were slightly off; I read the chart wrong and divided by 2 when I shouldn't have!)
- **Personnel:** Stephanie is retiring the end of December. Joan and Mary Beth are planning a "drop in" event with cookies and punch since Stephanie was adamant about not having an official party. Joan and Mary Beth will be taking care of sending out a letter to the schools, sending out select invitations, and putting up signs in the library. For the Staff end of things, I thought we could order in sandwiches, etc from JBeaners or Black Forest, etc for staff to drop in around dinner time. Deb will look into a restaurant gift certificate for a thank you gift for Stephanie.

Mary Beth will be taking on Stephanie's hours and will now work 35 hours per week. She will also be "taking" Arlene's health coverage (see below)

Arlene will be semi-retiring at the end of the year. She'll be going to 20 hours/week and Lisa will be increasing her hours to 28-29 hours/week.

Systems: New pc's have been installed. Dick Lambert still has a few things he needs to do and will return tomorrow. He spent 2 days installing and switching pc's, etc.

Facilities:

- Arlene, Tiger, & Theresa are making great headway on the periodicals project.
- Everything up to PC World is now complete. Diana, Judy, and Susie also making good progress on the CD re-organization project: about 50% complete.
- Weatherbee is still trying to fix the 2nd radiator in the front entrance. It's cracked and they're trying to locate a welder to fix it (going on 3 weeks now). Joel is going to suggest that they just replace that radiator with a straight pipe so we'll have just the one radiator for the entrance.
- Alarm system being tested this Friday, November 18th @ 1pm. The company never showed up last month but sent a bill anyway. Michelle took care of that problem!
- Joel finished up the bay window work. Will purchase custom storm window when we begin next year's budget.
- Roof is 99.5% complete in terms of patching, etc.
- Pump in NH room is actively leaking. A new part is on order and a tarp is protecting NH materials.
- Annex chimney work is pending as Joel works on more pressing issues. (loose bricks on chimney pose danger of falling on pedestrians during high winds/snow)
- New front walkways! **Other**
- Collection of 400 foreign films (VHS) from Cinemascope. Purchased by Chipper Brown; he would like to donate to the library.
- Brick for Centennial Park will be purchased with "Wadleigh Memorial Library" inscribed
- Staff kudos (see letters)
- Michelle will purchase a \$50.00 American Express gift card for each staff person as the annual Christmas gift to the staff from the Trustees

It's easier to go down a hill than up it but the view is much better at the top. (Old Business):

• **91 Nashua**

- Without the downstairs tenant in place, the upstairs apartment is cold. Should there be a better thermostat installed? Perhaps the upstairs tenant would like to move downstairs where there are 2 bedrooms.
- No new tenant yet for the downstairs apartment. Many interested, but none are qualified. we are back in for the 2010 town ballot. The CIP committee still wants a phased in plan...hard to do this with one wall at a time. Donna Barr, chair of the CIP, still hasn't contacted Michelle. Michelle is doing some research for marketing plans to keep the town informed and interested in the expansion plans. Library flyers are sent to the town leadership and to the CIP and Facilities committees. We can be thinking about partnering with a college that has an MBA degree. Perhaps there is a student who, for credit, would generate a marketing plan for the library to help with the expansion process.
- **Patron gaming policy** : improving attitude from the kids, but still demands a lot time from Deb and other staff. She is constantly having to monitor the computers and the teens who are using it for gaming. Someone is always complaining. Michelle still hasn't heard from the

Souhegan Boys and Girls club to see if and/or what they offer to the local teens in the way of gaming opportunities. Michele and Deb will look into getting a timing device for the gaming computers, which will kick the gamers off after their allotted time.

In any moment of decision the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing. (New business)

- **Policy review:**

- **Materials Selection Policy:** Michele will clean up this draft after our comments and send back to us for next meeting

- *Weeding Policy:* motion to accept by Mary, seconded by Tim

- *Deed of Gift receipt:* Terry Knowles, of the state library, indicated that we need to have deed of gift receipt for our records and for the donor. This receipt will spell out the conditions of the gift, such as provisions for disposal of the gift when it is no longer an appropriate part of the library collection. Mike submitted some recommendations for Michelle. Michelle will incorporate Mike's changes and will resubmit to the trustees for next month

- *PLA:* The trustees are in support of the staff attending the biannual PLA conference that will be held in Boston in 2006. The cost is:

4 registrations @ \$170 ea = \$680

Pre-conference session = \$135

2 double hotel rooms checking Tuesday and checking out Saturday @ approx. \$175/night each room = \$1400 Grand total of \$2215

Michelle will see if she can find any way to save money as this is much more than is budgeted for staff education.

- **Patron Appreciation Day:** Patron appreciation Day will be scheduled for the week before Christmas

Don't cry because it's over. Smile because it happened.. (Meeting Adjourned) at 9:30 PM.

Minutes prepared by Chris Costantino