

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of December 20, 2005 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on December 20, 2005 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Attended : Sandra Hardy (chair) Mary Burdett, Bert Becker, Kelly Ritchie, Chris Costantino, Mike Tule, Tim Barr . Director, Michelle Sampson. Assistant Director, Deb Spratt.

Minutes

- The minutes for the November 15, 2005 Trustees' meeting were approved on a motion by Bert and seconded by Mary.

Treasurer's Report:

- Bert presented the report. The report was reviewed and accepted

Director's Report

- **Circulation:** Total circulation up December 18th = 180,517. Last year at this time, total was approximately 160,805. Percentage increase of approx. 12% for the entire year.
- For the month of November 2005, circulation was 15,530 items; November 2004 we circulated 15,282 items. Percentage increase of 1.6% for the month of November over last year.
- **People traffic** For the month of November 2005, circulation was 15,530 items; November 2004 we circulated 15,282 items. Percentage increase of 1.6% for the month of November over last year.

- **Personnel:**

Gift checks for staff have been purchased. Michelle will distribute them.

Systems: New pc's have been up and running. Dick Lambert still has a few minor things to do but won't be back until after the holidays. A few problem odds and ends but overall everything working well.

There has been trouble with Horizon, software used for circulation and cataloguing. The problem occurs intermittently, causing the computers to slow way down. The staff is keeping a log of when it happens in order to better pin down the problem. GMILCS is certain that it is a Milford problem as no one else in the consortium is experiencing the problem.

Facilities:

- Periodicals project is nearly complete.
- Diana, Judy, and Susie also making good progress on the CD re-organization project: about 60% complete.
- Alarm system was tested November 18th. Town also did their inspection. Work/updates needed cost approximately \$1200 (see report).
- Custom storms for bay window has been purchased and installed.

- Leaky pump in NH room has been fixed.
- Boiler (see New Business)

Other:

- Trust fund interest. (See handout.)
- iPod raffle. Donated by Stephanie. \$5 per ticket. All \$\$ to benefit the library. So far \$125 has been collected.

Old Business:

- **91 Nashua Street:** Joel has been tinkering with the thermostat to try and regulate the heat more (tends to be one extreme or another).

Has purchased new valves for many of the radiators to help control heat flow.

We have new tenants in the first floor apartment: Ray and Jennifer Triboulet. They have one child and a second child visiting every other weekend.

- **WML Website:** As part of the marketing of the library expansion plans, Michelle is proposing to redo the website. She will see about having the designer, which the Dover, Ma. Library hired, come up and give the trustees a presentation.
- **Brick purchase:** Michelle took money out of the regular checking account to purchase a brick.
- **2006 Budget/Warrant Articles:** The Budget Advisory committee is no longer in support of reinstating the 4 hours to the library hours. Roof warrant article is still in the budget.
- **PLA conference attendees:** Michelle offered to save money and skip the preconference workshop, but the trustees believe that this session may be of value and are willing to pay for her to attend and have the extra night in the hotel. Michelle will look into what the town does for per/diem costs of town employees. \$50.00/day for meals seemed reasonable to cover for the 4 staff who are going.
- **Policy review:** Motion to accept the Materials Selection Policy made by Mike, Bert seconded Motion to accept the Deed of Gift draft made by Chris, Kelly seconded.

New business

- **Boiler:** There is a leak in the boiler. It is getting worse and steady. Not sure of origin of the leak. 3 scenarios
 - **1st scenario:** the leak is actually coming from an interior *gasket*.
 - **2nd scenario:** the leak is coming from a cracked casing (the likeliest cause)
 - **3rd scenario:** replacing the whole boiler Boiler is 20 years old and out of warranty. Cost to repair is half of the price of a new boiler. Repair the boiler \$2200 – \$6600, new boiler with labor is \$10, 880, not including new circulators. After discussion: Michelle will ask if the new boiler would handle the proposed enlarged library, find out what the cost would be for a boiler that would handle the new expansion, and determine if two smaller boilers can be linked together as the addition may require.
- **Trustee Position:** Kelly will not be renewing her term on the trustee board.

Meeting Adjourned at 9:30 PM.

Minutes prepared by Chris Costantino