

WADLEIGH MEMORIAL LIBRARY
Board of Trustees
Minutes of February 21, 2006 Regular Meeting

A meeting of the *Wadleigh Memorial Library Board of Trustees* was held on February 21, 2006 at 7:30 p.m. at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Attended : Present: Sandra Hardy, Chair; Tim Barr; Bert Becker; Mary Burdett; Chris Costantino; Kelly Richey; Mike Tule;. Director, Michelle Sampson. Assistant Director, Deb Spratt.

Guest: Sue Edwards, Extra Mile Design. See new business. Appointment: Sue Edwards, a former librarian with a background in art presented information about her web company, Extra Mile Design (EMD). She showed us various sketches of other work that she and her company have done. We also looked at specific websites that the Trustees had liked and discussed them with her. There are several phases to completion of the new website: Phase I is to Brainstorm with the staff and trustees. Phase II is the Architecture step where EMD will sketch out the layout in photo shop so that we can see what she has in mind and take our input. Phase III is to code and debug the program. Phase IV is after launch for feedback from the library.

She suggests that we survey patrons to determine what they would like to see. Webpaw has survey ideas for us to use. She says that patrons always want to know what the library staff is reading.

Estimated cost for a new website....ball park is about \$10,000. It can be done for less, but you get what you pay for. There are ways to knock the price down, depending upon our needs and what we can contribute to the process of development.

Minutes

- The minutes for the Jan 17, 2006 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:** Year to date, circulation is 25,090 items; January 2006 circ figures are 14,696 items; (FYI: February 2006 circ figures so far equal 10,394)

The month of January 2005 vs January 2006 shows a circ decrease of less than 1%.

- **People traffic:** People counter for the year to date=22,898,. Last year at this time=19,875. Percentage increase of nearly 15%. Whoo-hoo!! So we're getting people in the building but they're just not checking anything out??

- **Personnel:**

Theresa McKillop has begun working down in Tech Services. To date, the few hours she is working (roughly 5 hours per week) have made a very noticeable difference in the cataloging

backlog of audiovisual materials. She enjoys the change of pace and tech services is thrilled to have some help! Michelle submitted a memo to the Board of Selectmen informing them of Theresa's change in status since she is now eligible for (a paltry amount of) vacation/sick time. Her rate of pay will remain the same; she will no longer be working as a Page. The memo is per Ruth Bolduc (Human Resources) and Katie Chamber's (Town Administrator) request. Performance appraisals due February 28th.

Safety Superhero Joel Trafford received his award at the Deliberative Session earlier this month. PLA. Federal per diem rates for Boston depend on the day. Wednesday & Saturday March 22nd and 25th have a per diem rate of \$48. Thursday and Friday the 23rd & 24th have a rate of \$64 (this according to Rose Evans in Finance). The per diem costs will be covered by the Library. Michelle's 6 month evaluation is due the beginning of March.

Systems: In the near future, Frank Corey will be building a backup server of sorts from one of the library's old pcs. It will be run using Linux so we don't have to worry about viruses. Michelle will need to purchase about \$250 worth of hardware (DVD burner, memory) but once it's up and running, it's something that the entire staff can use to back up important files.

Facilities:

- Granite bench issue. Two 12-13 year olds decided it would be fun to knock over the granite bench out front. They must have used considerable force since they also broke the concrete bonding. Michelle is trying to get in contact with local granite places to get a quote for the repair cost although the work cannot be done until warmer weather. Letters to the parents will be sent this week informing them that while we won't be pressing charges this time, we will expect restitution.
- Old boiler still has to be removed. Joel wants to paint boiler room floor (job for prisoners coming in spring). It's oily and messy; every service person who goes in the room tracks stuff out into the hallway and upstairs.
- New boiler: seems to be going well.
- New problem: Three of the air handler parts had vibrated loose at some point in the past and were no longer working. JLawrence Hall came and spent day and a half replacing an actuator motor and tracing/fixing the problem with Joel. It's Joel's thought that this happened long ago as changing the thermostat appeared to have no result.
- Joel has been in frequent contact with Simplex Grinnell—going back to when Art Bryan was still here—because the time on the main fire panel seemed to be off by large amounts of time. Since it was still under warranty, Joel kept pressing the issue. FINALLY they have discovered that the motherboard on the fire panel was defective and is due to be replaced Thursday. Everything will be tested on Friday morning before staff arrives. I have a distinct sense that if Joel had not pressed them, they would never have made the “discovery” until after the warranty had run out.
- Simplex also replaced three 1980s vintage smoke detectors and three audio visual horns. We're also getting two new fire extinguishers to replace two 1965 extinguishers. The detectors and horns were things that came up during our last town fire inspection.
- Small leak from roof over the audiobooks. Joel is ready with appropriate supplies if the leak gets bigger.
- We have a tentative slot with Ron Therrien in re the roof. He'll be calling Joel in mid-March for a firm date. Made the appt so as to guarantee a spot regardless of election outcome. Bert will be gathering the information to send the roof job out to bid before the decision is made to go with Therrian.

- New larger DVD rack has arrived and smaller one has been moved to the Children's Room.
- Three new book trucks with wheels have been ordered to match the existing ones in the Children's Room.
- CD re-organization/reclassification changes are complete.
- DVD reorg/reclass has begun. New titles are automatically cataloged under the new criteria from about 24 categories to about 5.

Other:

- Year end total that the library owes the Town is \$2047.55. This money will be paid from the Trustees account. Interest accrued to the Trustees Trust Fund will be reinvested.
- Interest of about \$300 from the Tarbell portion of the Trustee Trust Fund will be deposited into the Tarbell account.
- “Love Your Library” raffle to be drawn today. As of this morning we have made \$255.
- The library is working with the Souhegan Valley Boys & Girls Club and the Toadstool Bookstore who will host Junie B Jones Smelly Bus Tour in May. The children's room is sponsoring events that will lead up to and supplement the program.

Old business:

- **91 Nashua Street:** · All's clear on the home front. New tenants have asked about the possibility of pets. Trustees decided that the “no pet” policy will stay in place.

New business

- **Children's Librarian:** Mary Beth Choquette is now children's librarian. She will receive a raise that will keep her in the middle of her grade and appropriate to the other employee salaries.

Meeting Adjourned at 9:00 PM.

Minutes prepared by Chris Costantino