

TRUSTEES OF THE WADLEIGH LIBRARY

MEETING MINUTES

MARCH 28 2006

The Board of Trustees Meeting of March 28, 2006 was called to order at 7:25pm at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Present: As the Italians say, Good company in a journey makes the way to seem the shorter

Sandra Hardy, Chair; Tim Barr; Bert Becker; Mary Burdett; Chris Costantino; Edith Marsh; Mike Tule. Director, Michelle Sampson. Assistant Director, Deb Spratt.

Guest: Chief Douglas, Milford Police Department

Chief Douglas listened to the report from Michelle about the increased incidents of teen vandalism and wayward behavior. He is very interested in being part of the solution. He explained that there is a personnel problem from the police department standpoint. The critical time (from 2:30 – 4:00'ish) at the library coincides with change-over at the police station. There are fewer police available to respond. He acknowledges that this is a problem that he is working to fix.

The Chief submitted a summary of police responses at the library for the last 3 years. It is noteworthy that the incidents are tied to weather and time of day; nothing that the trustees didn't already suspect. There has been an uptick in incidences this year, which we also recognize. His suggestion is to continue to report the problems to the police department and to be very consistent. The teens will not respond to anything other than consistent and forceful enforcement of the library policies. Once the problem teens have been evicted from the library, they are also expected to leave the library grounds. The outside is as much a part of the library property as the inside and it becomes a case of criminal trespass when they continue to linger outside on the grounds. We are allowed by law to control the environment at the library, inside and outside.

Michelle has been sending letters to the parents of the suspended teens informing them of the infractions and the process for remediation. Chief Douglas recommends that she include in the letter that the parent must make an appointment to meet with Michelle and him. He would very much like to be

present at these meetings. He feels that it is his responsibility to be the "bad cop" to Michelle's "good cop".

The Chief also said that he felt that surveillance cameras would be an effective deterrent. They can only be used for video, not audio recording. We can post that they are monitoring cameras, which may ease the anxiety of patrons.

Minutes: *In records that defy the tooth of time*

The minutes for the Feb 21, 2006 Trustees' meeting were approved on a motion by Bert and seconded by Mike.

Treasurer's Report: *The unsunn'd heaps Of miser's treasure*

Bert presented the report. The report was reviewed and accepted

Director's Report: *And, pleased the Almighty's orders to perform, Rides in the whirlwind and directs the storm*

Circulation

Year to date, circulation is 45,452 items. Comparisons of years 2005 vs. 2006 up to the end of February show a **slight increase of 1%**.

The month of February 2005 (15,369) vs. February 2006 (15,738) shows a **circ increase of 2.4%**.

People counter for the year to date=43,512. Last year at this time=32,598. **Percentage increase of nearly 34%**.

Personnel

PLA. Diana LeBlanc, Deb, Mary Beth Choquette, and Michelle had a fabulous time at PLA. There were so many relevant workshops/presentations that it was often hard to choose. All of them will be preparing a summary of the discussions attended; Michelle will pass them along once they're complete.

Personnel reviews are completed and final figures for raises will be completed tomorrow.

Systems

Someone stole the mouse to the pc near the big window. There is a sign posted at the computer requesting the return of the mouse and that the computer will remain inoperable until it is returned.

Facilities

Locks and door closers were installed last Wednesday on the public bathroom doors. Cost = \$500 for materials. Joel Trafford installed them (thus saving a lot of \$\$). Outcome: Joel says the difference is "night and day." People are more accountable and less likely to trash the rooms. Patrons are surprised and sorry to hear that we had to resort to locks. They've been very understanding however. No negative feedback as of yet.

Fire inspection will be in April or May; some minor things are still being fixed (electrician fixing emergency light in 3rd floor back hallway; switch replacement in 3rd floor bathroom; hardwiring of emergency lights in the front hall; sockets in outside lights have disintegrated and will be replaced; installing new ballasts over dictionary stand and in far corner of children's room; switches for battery boxes in emergency lights).

Joel hand-picked all of the cigarette butts discarded outside library doors. Ashtrays have been put out.

Granite bench issue: Certified letters were sent to both sets of parents. Letters were signed for so I know they were received. No response. Now that the weather is starting to get warmer and the work able to be done, Michelle will place some more phone calls to area granite businesses for repair work. Alternative is DPW.

Old boiler has been removed.

Roof bid has gone out. There has only been one response to date which was to make sure the date wasn't an error (April 15th is a Saturday).

Other

Miscellaneous incident reports (likely to be discussed earlier with Chief Douglas)

General ideas gained from PLA

Old business: *Saying and doing are two things*

91 Nashua Street,

Compensation for Joel Trafford will be added to his salary because we are changing his duties. He spends a lot of time periodically at the house. This can be funded from the rental income.

The front stairs are falling apart. Joel would like to add some concrete to fill in some of the gaps so that the mailman won't fall (lawsuit!). Tenants seem to use the back entrance.

Gifts to the staff need to be taxed since it is like a bonus.

New business: *Orthodoxy is my doxy; Heterodoxy is another man's doxy*

Computer use timer for patrons: Michelle told of a software product called CybraryN which costs \$1500 for 7 users. **System can be overridden if the patron wants/needs more time or there is no wait.** It is used at Bedford Library. Michelle will look into options like this for us for next month.

Bathroom policy (locked or not)

Library personnel budget (Selectmen's request)

Election of officers

Director review

Adjournment:

Minutes prepared by Chris Costantino