

**TRUSTEES OF THE WADLEIGH LIBRARY  
MEETING MINUTES  
MAY 16 2006**

The Board of Trustees Meeting of May 16, 2006 was called to order at 7:30 at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

**Present:**

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

**Minutes:**

The minutes for the March 28, 2006 meetings were approved on a motion by Mary and seconded by Bert.

The minutes for the April 18, 2006 were approved on a motion by Bert and seconded by Tim

**Treasurer's Report:**

Bert presented the report. The report was reviewed and accepted

**Appointment:** Officer Nervik, 7:30 PM

Officer Nervik spoke about programs to teach public about internet safety. He would like to hear our needs and then tailor a program to fit our needs. His programs are geared towards adults to teach them what is out there and how agile the kids are at using the internet. He can provide ideas and information to the adults to know and better understand the potential dangers of computer use to the kids. He sees the need to balance kids' freedom to access to information and responsibility of adults to afford some protection to the kids to what they are exposed to; both at the library and at home. He can train parents how to monitor what the kids are doing on the computer. A program could be offered that will show the resources that the police department can offer to the community.

**Director's Report:**

*Circulation*

- Year to date, circulation is 71,144 items. Comparisons of years 2005 vs 2006 up to the end of April show a **slight increase of 1%**.
- The month of April 2005 (15,310) vs April 2006 (15,226) shows a **circ decrease of less than of 1%**.
- People counter for the year to date=66,136. Last year at this time=50,916. **Percentage increase of 30%**.

*Personnel*

- Deb has resigned to become Director of the Pepperell, MA library
- Trustees need to review and approve the Assistant Director job description and advertisement (see packet); It will be posted asap
- Farewell party for Deb to be held Wednesday, May 31<sup>st</sup> from 5-7pm in the meeting room.
- Deb's training Michelle on ILL so that she can assist Sue Dahlen once Deb leaves. Michelle will also be covering the majority—if not all—of Deb's Wednesday nights until her replacement is hired

*Systems*

- CybraryN is installed on the majority of the machines. Besides a few glitches, it seems to be working great. Dick Lambert also locked down the catalog pcs so that patrons aren't able to get out onto the internet on them.
- Starting to notify patrons via email of books that are on hold, overdue fines, books on order, etc

#### *Facilities*

- Roof bids
- Regular leaks from all of the rain

#### *Other*

- Michelle will be speaking to the Historical Society Wednesday night (tomorrow) on the history of the library.
- Rotary Club has invited Michelle back to attend one of their luncheons (they're trying to recruit) on Wednesday, May 31<sup>st</sup>.
- A building consultant from the state will be speaking at the Weare Public Library this coming Monday @ 6pm. Michelle is planning to attend. Any other trustees who are interested in attending should contact Michelle. Carpooling can be arranged and a head count given to the Weare Library staff.
- Friday, June 9<sup>th</sup>: The Junie B. Jones Stupid Smelly Bus Tour comes to Milford. Co-hosted by Toadstool and the Boys and Girls Club.
- The summer reading program has officially started.
- State report on the library is due Monday

#### *91 Nashua*

- All's well

### **Old business**

*Roof bids:* Heard from D&D bids. Sandra called them in response to their complaints about not winning the bid. Therrien was able to lower his bid. Melanson has revamped their quote from \$50,933 to \$45,420. Therrien has revamped his quote from \$52,382 to \$45,000. Prime is currently at \$44,553. Bert is uncomfortable with the fact that Therrien was able to drop \$15,000 from their original bid. Sandra took a vote for roofers. All trustees except Bert are in support to hire Therrien.

#### *Pictometry Project*

All trustees were in favor of spending \$507 to help the town purchase the higher resolution photos.

#### *CIP update*

The update was delivered to the CIP committee.

### **New Business**

#### *Facilities Committee*

Michelle did a good job presenting the library to the committee when they came to visit. They encouraged the library to do more to promote the library to the community. They are boosters for us. Sandra asked Michelle to come up the outline for a marketing plan and include the new website ideas in it. Facilities committee knows that the library is good for the community, but need to let more people know about it. Mary suggested utilize the high school marketing and graphic design programs; or perhaps Hesser College.

#### *Job description for Ass't Librarian.*

Advertisement for the job is approved by the trustees. Michelle can start to publicize the job. The Assistant Librarian job description was approved as well.

**Adjournment:**

Sandra will bring pizza for the next meeting.

Minutes prepared by Chris Costantino