

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
JUNE 20, 2006

The Board of Trustees Meeting of June 20, 2006 was called to order at 7:30 at the Wadleigh Memorial Library, Nashua Street, Milford, New Hampshire.

Present:

Sandra Hardy, Chair; Bert Becker; Mary Burdett; Chris Costantino; Edith March; Mike Tule. Director, Michelle Sampson. Joel Trafford, Custodian/Plant Manager

Minutes:

The minutes for the May 16, 2006 meeting were approved on a motion by Edith and seconded by Mary.

Treasurer's Report:

Bert presented the report. The report was reviewed and accepted

Joel presented several maintenance issues that need some fairly immediate action:

- HVAC is comprised of the boiler (recently replaced) and the chiller, which had the compressor replaced a few years ago. Each uses the 8 air handlers to process the air through the building. The air handlers are very old (20+ years) making it harder to find replacement parts; so it will continue to be expensive to repair them. The current system can only be used for this building and it is maxed out. It cannot be extended to any new expansion. At the time of the 1986 renovation, when the HVAC system was installed, there was no accommodation for condensation that was created from the HVAC. So it was added in a "mickey mouse" system to try to handle the condensation. Joel thinks that we can replace the current system gradually with a few units at a time, which could be integrated with the expansion.
- There is a leaking iron pipe sealed in concrete. It is leaking into the electrical room. It is an old sewer line, which also handles the fountain and runoff from the storm gutters. Jim Weatherbee will fix it.
- Start date for the roof is June 21. The actual start will be in the next few weeks, dependent upon when materials, men and weather all line up with the stars!! It is hard to get the dates firmed up, but we want to do this to notify the public.
- Granite bench which was damaged is getting closer to being repaired.
- Peaked portion of the roof has never been vented. Joel wants to add a vent to the roof. He was told to go ahead and provide ventilation.

- Kids are getting on the library roof from the trash shed. Joel wants to move the trash shed 18” away from the library building, which would keep them from shimmying up the space. Joel will go ahead and move the shed.
- The eaves are in bad shape on the front of the building. It is beyond ladder work. A bucket and power washer is needed. Joel already has one quote for \$2500 for the high eaves, which does not the windows. He will contact some other painters to get some other quotes and hopefully include the window painting into the same work order.

Director’s Report:

Circulation

- Year to date, circulation is 88,340 items. Comparisons of years 2005 vs. 2006 up to the end of May show a **slight increase of 2%**.
- The month of May 2005 (15,413) vs. May 2006 (16,675) shows a **circ increase of more than 8%**
- People counter for the year to date=83,750. Last year at this time=68,217. **Percentage increase of 23%**.

Personnel

- Michelle received over a dozen applicants for Deb’s position. She has set up interviews with four candidates next week, hoping to narrow the four to two—or perhaps three—and then set up second interviews. As department heads, She will have Mary Beth, Diana, and Arleen co-interview the two or three best candidates. Resumes are available in Michelle’s office for the trustees’ reading pleasure.

Systems

- Library network was down for nearly a week beginning Monday, May 29th. Public pcs were down for the entire week. The problem was a combination of three things: (1) one of the cards in the router was bad. Atrion came and replaced it although there were still problems afterwards. Frank Corey came in and spent five hours (Dick Lambert and Leen(town systems engineer) unreachable) and with MV Communications, they determined that (2) Verizon had made some sort of setting change without alerting MV (so that the library could be alerted). The other part of the problem is (3) bandwidth. After discovering and verifying that there is a live internet connection FREE courtesy of Adelphia (part of the town’s contract with them) and conversing with Dick and Frank—Dick is going to switch the public pcs over to Adelphia. Michelle has ordered 4 switches so that he can do so (4 are needed due to the placement of public pcs) and that should be taking place later this week. Once finished, Michelle will be able to lower the library bill with MV since they will only be providing service for our **staff** machines. Michelle is not sure of the speed for our public pcs given the amount of gaming but if we need to upgrade from our free service, it would cost us around \$170 a month. Together with what she will be paying MV in the near future, it shouldn’t be over the amount of the old MV monthly bill. Having the public pcs on a

separate network will hopefully decrease--if not erase--the slow periods with Horizon we've been dealing with.

- GMILCS is having trouble with their server and so we are currently unable to run notices or reserve museum passes online (we're doing passes the old fashioned way).
- Trustees will compensate Frank Corey for his time spent on the computer network at the rate at which Dick Lambert is paid.

Facilities

- See above under Joel.

Other

- Rotary Club has invited Michelle to join. The application process has begun; in the meantime, the weekly luncheons have turned in to breakfasts for the rest of the summer. The Trustees agree that this would be a good opportunity for Michelle to meet and get to know the business leaders in town. The fees are \$150/year and \$12/week for the lunch/b'fasts. The breakfasts during the summer are early enough that Michelle will be a little late for work. When luncheons resume in September, Michelle will be out Wednesdays 12-1:30ish.
- Friday, June 9th: The Junie B. Jones Stupid Smelly Bus Tour came to Milford. It was a huge success with about 400 kids and their parents. Sadly, once again there was no press coverage.
- Book sale this week: \$3/bag to try and clear out the book sale room
- October 7-15, Michelle will be away on vacation in Mexico on a cruise.
- Email policy: Michelle told trustees of the new town policy for email between trustees and library staff. Michelle will print pertinent emails, but we will try to keep discussion out of emails.
- Long range plan needs to be updated. Michelle will look at it and see if there is anything that needs to be updated. Mary will also take a look.
- Lee Mayhew is back as interim town administrator. Held his first department head meeting. Set an appointment to meet with Michelle on Wednesday, June 21.

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- All's well

Old business

Roof bids: nothing new to discuss

Pictometry Project: dead for now.

CIP update: scheduled for Aug 8th.

New Business

Facilities Committee: no action

Library Development Fund: Mike Deasy, current president, resigned. Michelle has all of his stuff. Peter Basillierre, treasurer of the LDF was interested in talking to Michelle, but nothing came of it. How do we jump start this and who does it? Perhaps they need to have a project. Nothing was decided.

HVAC Warrant Article: nothing discussed

Acoustic Café: Committee of Michelle, Tim, Sandra, Sandy La Fleur, Mike Maher, and Jim Clark. Need to grow the Friends of the Library program so that they will take on the café set-up. It should not be up to trustees and staff. \$300/performance. Friends donate ½ of the food proceeds to offset the costs of the café.

Adjournment: 9:00

It wasn't decided who will bring pizza for the next meeting.

Minutes prepared by Chris Costantino