

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
August 15, 2006

The Board of Trustees Meeting of August 15, 2006 was called to order at 7:30 pm at Wadleigh Memorial Library.

Present

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

Minutes

The minutes for the July 18, 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

Director's Report

Circulation

- Year to date, circulation is 119,902 items. Comparisons of years 2005 vs. 2006 up to the end of July show a slight increase of 2.3%
- The month of July 2005 (15,652) vs. July 2006 (15,917) shows a slight increase of 1.7%
- People counter for the year to date=114,776. Last year at this time=101,510
Percentage increase of 13%

Personnel

- Jo-Ann Roy, the new Assistant Director, is scheduled to begin on Monday, August 28th. Michelle is waiting to hear back from her to confirm she will be up here this Monday (August 21st). At that time she will host a "meet and greet" for staff and trustees during the lunch hour.
- Tiger (aka Jennifer Lamy), page extraordinaire, is leaving for college in about a week. She has been a huge help since she started in 2003. Michelle will keep her on the payroll for when she comes home on breaks. Michelle will be hiring another page (hopefully) in the next few weeks to replace Tiger's hours. Staff gift was given.
- Diana LeBlanc and Lisa Griffis are celebrating their one year anniversaries with the Library (as is Michelle!)
- October 22/Acoustic Café. Michelle will be gone this weekend.

Systems

- Vandalized mice. Replacement optical mice have been ordered. There *are* libraries who actually check mice out to patrons due to excessive vandalism. This may be necessary in the future.
- Pc problems and patrons continue to have issues with Cybrarian. Patrons (teens) are still finding ways around Cybarian so are on the computer for hours. Patrons needing assistance get up to look for reference librarian, and then lose their spot when someone else sits down at the computer. Michelle would like to relocate all non-catalog pcs by the reference area so that staff could more easily help patrons and police the kids. Michelle will look into the ability to move the computers over to the reference area. Michelle will be writing a “nasty-gram” to their president in the near future to perhaps try and get some \$\$ back.
- Michelle is considering purchasing Dreamweaver software package for web design. This could be used to “freshen up” the library website in lieu of hiring a consultant.

Facilities

- New Teen Space is a big hit with the kids. All of the “New” spaces will be featured in the upcoming Granite Town Quarterly.
- Safety—locking 2 ground floor doors after 5pm—especially in light of recent trouble with teens.

Facilities Manager Report (Joel)

- Joel tested the alarm systems. It appears that the security alarm hasn’t been working. Panic buttons don’t register at the fire station. The circuit board needs to be replaced. Joel will check with Art Bryan (former director) before making the repair, since Sandra remembers being called as a result of the alarm being triggered.
- Joel received bids from some contractors to paint the eaves, gutters and upper story windows. Peter (last name not given) in Amherst will do the work for \$2500. Another bid was for \$16,000. Another contractor will do the work using “Peel away” process for \$10,000. Bert would like to see a work order printed out, so that the contractors are all giving bids for the same stated work. It appears to be unclear just what each contractor understands is the job to be done.
- Roof is done. Joel is happy. The manufacturer will be here in a few months to inspect the work and then issue a warranty. Therrien gives a 2 year warranty. Manufacturer gives the remainder of 8 years warranty. The Trustees are considering not paying the full amount due to Therrien until the work has been inspected and the warranty issued. Michelle will check the contract to see if this would be okay.

Other

- Circ stats by category. Check the handout for other notes.

91 Nashua

- All's well

Old business

- Roof status
- Library Development Fund: The LDF would like for the Trustees to formally ask them for their help. It would like to meet with the Trustees to talk about what help it would give to the trustees. The Trustees would like them to take an active fundraising role. Their bylaws don't address fundraising. In the past, they just handled gifts.
- Michelle and the staff need to create a library wish list for an architect. There is money in the town treasury from collected development impact fees which can be applied toward this expense.
- HVAC Warrant Article coming along. Not sure of the date that warrants need to be delivered. Michelle will check this and make sure that this warrant is delivered in time after being reviewed by the Trustees.

New business

- 2007 Budget discussion.
- Building Planning: see the LDF notes. For wish list and asking the LDF for their assistance.

Adjournment: 9:15

Mike will bring pizza for the next meeting. Next meeting Sept 19.

Minutes prepared by Chris Costantino