

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
September 19, 2006

The Board of Trustees Meeting of September 19, 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; Director, Michelle Sampson; Jo-Ann Roy, Ass't Director

Minutes

The minutes for the August 15, 2006 meeting were approved on a motion by Edith and seconded by Bert.

Treasurer's Report

Bert presented the report. The report was reviewed and accepted

Director's Report

Circulation

- Year to date, circulation is 137,306 items. Comparisons of years 2005 vs 2006 up to the end of August show a slight increase of 2.3%
- The month of August 2005 (16,881) vs August 2006 (17,225) shows a slight increase of 2%
- People counter for the year to date=123,018. Last year at this time=110,321 Percentage increase of 11.5%

- Downloadable audio books went "live" on Sept. 5th. In 2 weeks there have been 22 circs from 14 different patrons. Far better than anticipated!

Personnel

- On a motion, made by Edith and seconded by Mary, the Trustees voted "**to hire Sandra Pleish, as a part-time page @ \$7.25/hr starting Sept 25, 2006**". Unanimous vote to approve.
- Sue Amann applied for and received a grant from the Humanities Council to have Michael Tougias give a presentation on October 12th: *TEN HOURS UNTIL DAWN: the True Story of Heroism and Tragedy Aboard the 'Can Do.'* Author Michael Tougias will narrate this slide presentation of the amazing story of an oil tanker, the Coast Guard and the pilot boat 'Can Do' lost in the Blizzard of 1978. You'll learn who survived, who perished in the storm and why.
- Volunteer— a young man named Luke will be volunteering at the library 6 hours/week
- This Friday—Sayonara Summer Soiree—7pm at Michelle's house. Please bring a dish (veggies, salads, desserts, etc); Michelle will provide beverages and fried chicken.

Systems

- All libraries received a Horizon upgrade this morning. The library was up and running by noon.
- Michelle purchased Dreamweaver, a web authoring software and Jo-Ann is plugging away at designing a few mock-ups of a new website for the library.

Facilities

- The alarm system and panic buttons are finally working. We have a contract until the end of the year with American Security (town hall contractor)
- Safety—locking 2 ground floor doors after 5pm— Michelle rec'd a quote from our elevator service provider of \$670 to install the necessary equipment in the elevator so that the elevator can be restricted from the ground floor when needed. Michelle will pay for this out of the fine account.
- Prison work crew is here through Friday. We're paying for their lunches in return for labor. Joel has them working on outdoor jobs (repainting the shed, railings, etc)
- Teen area: we would like to purchase a display table for new books. The one we like is currently on sale for approx. \$1500 from Gaylord. The cost can be offset by \$500 of the children's book sale \$\$\$ which was deposited last winter.

Other

- Children's staff is having a bake & book sale, face painting, and perhaps a raffle for Pumpkin Festival.
- Juvenile card holders & videos. Michelle has never heard of a library which prohibits juvenile card holders from checking out videos. Since there was no written policy to support the de facto policy (which prohibited juveniles from checking out videos) that the library staff has been using, Michelle decided to allow this activity.
- Christmas weekend. Library is scheduled to be closed Sunday & Monday December 24 & 25. The Trustees approved the library being closed on Saturday, December 23rd as well.
- Milford Historical Society requested a donation in the form of membership. Michelle will take care of this.
- Primex workshop next Wed-Thur-Fri (Sept. 27-29) This is a "Supervisor's Academy" which Michelle will be attending.

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- All's well

Old business

- Roof status warranty is in hand from the manufacturer
- Library Development Fund: A letter was sent from the Library Trustees requesting the LDF's assistance in the future building plans for the library. The LDF did not meet in September because no one could attend.
- HVAC Warrant Article Capital Request Form: Trustees voted on the motion, made by Mary, seconded by Bert **"to approve the Capital Request Form (CAP) for \$55,000 for the 2007 HVAC replacement"**. Unanimous vote in approval.
- 2007 Budget discussion. Nothing to discuss
- Building Planning: Michelle and staff still need to present a wish list

New business

- Michelle's review done

Adjournment:

Mike will bring pizza for the next meeting. Next meeting Oct 17.

Minutes prepared by Chris Costantino