

TRUSTEES OF THE WADLEIGH LIBRARY
MEETING MINUTES
November 21, 2006

The Board of Trustees Meeting of November 21, 2006 was called to order at 7:30 pm at Wadleigh Memorial Library.

Present

Sandra Hardy, Chair; Tim Barr; Bert Becker; Mary Burdett; Chris Costantino; Edith March; Mike Tule; Director, Michelle Sampson. Guest: Guy Scaife, Town Administrator

Minutes: The minutes for the October 17, 2006 meeting were approved on a motion by Tim and seconded by Mary.

Treasurer's Report: Bert presented the report. The report was reviewed

Director's Report

Circulation

- Year to date, circulation is 172,506 items. Comparisons of years 2005 vs 2006 up to the end of October show a slight **increase of 3%**
- The month of October 2005 (16,502) vs October 2006 (16,984) shows an **increase of 3%**
- People counter for the year to date=161,870. Last year at this time=148,420.
Percentage increase of 8% over last year.
- Downloadable audiobooks circulation: First month=77circ. Second month=108 circs. **Circulation increased 40% in the second month.** Currently we have 79 individual patrons who have logged in and downloaded books since we went live on September 5.

Personnel

- Michelle requested that she hire an additional PT circ desk clerk. Front desk is exceedingly busy and there are not enough people to call on for busy weekends or for coverage when someone is sick/on vacation. Michelle would also like to job-share Lisa Griffis with Tech Services as they are always backed up (even with volunteers and job-sharing Theresa). Materials need to get out to the public faster; there's too much lag time especially given the various projects (ex. weeding) which put the tech staff back even further. This will not create a new position as the current PT'ers are not using all the hours that they are allowed. There is money in the budget to cover the cost of \$9600 (15 hrs/wk @ \$12.50/hr), so the trustees authorized Michelle to find a new PT clerk, subject to our hiring approval.

Systems: Internet service was down for a day. Comcast gives free internet access, but their service reflects this. Dick Lambert was able to get the system up and running.

Facilities

- Quotes on tree work. There are 5 trees in question. 2 need to come down without question. Of the 3 along the side of the building, we could remove 1 and prune the remaining 2 in order to hopefully save them. Cost wouldn't differ much if we removed all 3 alongside the building (the biggest portion of the cost is getting the equipment here). Large branches continue to fall from tree next to annex and tree over neighbor's property so we need to move sooner rather than later. The work will be done by Broad Oak.

- Elevator work has been completed and the staff has begun locking down the first floor at 5pm.
- A couple of teens were seen on the roof. The police were called; names were taken; teens were banned from the library.

Other

- Downloadable video: Recorded Books Inc offers a service for \$2500/year. It includes downloadable PBS programming and 50 classic movies. If there is a program being offered at the library here, or at other locations, and it is recorded, patrons would be able to download it for viewing at home. She will look further into this.
- Revels performance (April): The performance is on. Cost of the Revels is \$1800.00. Alene Candles will pay for the rental at the Souhegan Boys and Girls Club. The Milford Historical Society will provide some funding as will the Library. Tickets will be sold.
- PAWS to Read: Therapy dogs for kids to read to. This is a successful program directed toward kids with reading difficulties. The dog is a reassuring and comfortable listener. The library will host an informational session on Dec 9 at 10:30 am at the library with Molly and her handler.

91 Nashua

- All's well

Old business

- Library Development Fund: Did not meet in November. An attorney has stated that the group can be used to raise funds. The current members will need to change the bylaws to be able to raise funds; but there is some uncertainty that this group will be willing to act as fundraisers.
- HVAC Warrant Article Capital Request Form: no news and there is still a pending warrant article
- 2007 Budget discussion. No news is good news
- Building Planning: Joel and Michelle have looked at architectural studies which were done in the past. No test pits have been done, or nothing can be seen. Nothing to report. Still moving forward.
- Acoustic Café: good turnout on Saturday. Excellent performer. Audience spilled out into the main library. Michelle and Frank Corey are working on procedure to have a podcast of the performance.

New business

- Jo-Ann has started a reference library blog.
- Holiday gifts for staff: Travelers checks for \$50.00 were given out last year. These are considered cash, so should have been reported as income. Due to this difficulty, Michelle will look into a Giorgios or MileAway gift card in addition to the Toadstool bookstore gift card as an option for the staff.
- Meeting Room policy Michelle will look into the ADA to see if there is anything that speaks to having an interpreter present at library programming. Mike had some recommendations for wording. Another draft will be prepared for the December meeting.

Adjournment: Mary will bring pizza for the next meeting. Next meeting December 19.

