

**TRUSTEES OF THE WADLEIGH LIBRARY**  
**MEETING MINUTES**  
**January 16, 2007**

The Board of Trustees Meeting of January 16, 2007 was called to order at 7:30 pm at Wadleigh Memorial Library.

**Present:** *When they call the roll in the Senate, the Senators do not know whether to answer 'Present' or 'Not guilty.'*

Sandra Hardy, Chair; Tim Barr; Mary Burdett; Chris Costantino; Edith March; Mike Tule; Director, Michelle Sampson, Ass't Director, Jo-Ann Roy

**Minutes:** *History is the record of an encounter between character and circumstances.*

The amended minutes for the December 19, 2006 meeting were approved on a motion by Mike, seconded by Tim.

**Treasurer's Report:** *In all recorded history there has not been one economist who has had to worry about where the next meal would come from. The financial report was presented, reviewed and accepted*

**Director's Report** *This report, by its very length, defends itself against being read*

### **Circulation**

- Circulation for calendar year 2006 is 191,671 items (including downloadable audiobook checkouts). Comparisons of years 2005 (186,733) vs 2006 show an **increase of 4%**
- Months of December (2005 vs. 2006) shows an increase of less than 1%.
- People counter for 2006=177,783. End of year 2005 people counter stats=165,384.  
**Percentage increase of 7.5 % over last year.**
- Downloadable audiobooks circulation: 289 checkouts by 99 unique users since program's inception in September.

### **Personnel**

- PT Library Assistant for Circulation Desk: Lucinda (Cindy) Mazza was one of three people Arleen Levenson and Michelle called for an interview and was clearly the stand-out of the applicants. She will be hired at Labor Grade 11, starting at \$12.25/hour; Sundays \$13.50/hour as soon as possible. She will be part of the weekend pool, so will work one Saturday and one Sunday per month. She will also work Fridays.
- Tim made a motion, seconded by Edith, "To authorize Michelle to hire Lucinda Mazza for 10-15 hours per week, at Labor Grade 11 starting at \$12.25/hour".

### **Systems: Jo-Ann**

- Horizon has been a problem, but is fixed until the next crisis.

- Cybrarian is productive, but that may be a result of less teen troubles for the last few weeks.
- Dick Lambert coming in to install the new computers
- Atrion: contracted through GMILCs, came to look at our network and will send a quote for the cost to analyze the current cabling of the network. They will also look into how much it would cost to set up more computers in the reference area; moving them from other places in the library.

### **Facilities**

- Broad Oak completed the tree work. As a result of the ice storm on Monday, a branch of the maple in the southwest corner of the main parking lot fell on the neighbor's car. We will need to have Broad Oak return and do something about the tree.
- New lighting on the roof is installed and looks good. It appears to be effective, as there haven't been any additional visitations to the roof. There is still some juvenile vandalism inside; defecation into the sink in the men's room.
- Alarm system equipment is due to be replaced on Thursday for a quoted cost of \$1000. American Security will be doing the work. They were recommended by Chief Douglas.

### **Other**

- Food for Fines/Patron Appreciation Day: SHARE was very happy and grateful for our participation in their food program
- LCD Projector: a new projector has arrived. Brand name NEC at a cost of \$900.00. Bulbs will be much cheaper to replace than in the previous projector.

### **91 Nashua**

- All's well

### **Old business** *In matters of style, swim with the current; in matters of principle, stand like a rock*

- Library Development Fund: no action
- HVAC Warrant Article Capital Request Form: Hearing of the town warrant articles was held Monday pm. Trustees have some concerns as the warrant article request is tied to funds which the town may not want to spend on the library, but return to the general fund to reduce overall tax burden.
- 2007 Budget discussion. There was a problem with personnel line items, which Michelle and the town Finance Director are fixing. Bottom line money doesn't change – bookkeeping clarification was needed.
- Building Planning: At the request of the CIP (Capital Improvement Plan) committee, the library needs to provide drawings for any proposed renovation/expansion project and a plan to accomplish this project, hopefully in a phased approach. Michelle met with two architects and spoke extensively on the phone with Patience Jackson, a well known library building project coordinator in New England. Michelle asked that the trustees hire Patience Jackson. Her expertise will guide the architects who can design a great building which would also be an ideal working library.

Michelle will ask that Patience Jackson take our space needs analysis and make it into a working building plan which we can pass on to the architects. Patience gave Michelle a quote of \$5000 to design this plan. Patience is currently consulting with Brookline and Weare Public Libraries but assured Michelle that she could fit us in despite our need for a relatively quick turnaround. The CIP meets in May. Michelle checked with Bill Parker (Town Planner) to make sure that the library's portion of town collected impact fees (\$15,000) can be used to pay for Ms. Jackson's services. The trustees approved hiring Patience Jackson, subject to receipt and review of a proposal and statement of work in form satisfactory to the trustees.

Michelle and Joel Trafford (Library Facility Manager) met with two architects: Dennis Mires (Manchester, NH) who quoted Michelle a price of approximately \$10-15k for conceptual drawings/plans (the higher price includes him authoring a building program for us); and, Stu Roberts (Somerville, MA) who quoted approximately \$25-30k for conceptual drawings/plans. Bill Parker was able to sit in on the interview with Stu Roberts. Michelle would like the trustees to meet the architects. She has the printed materials from the architects in her office for us to read ahead of time.

- Meeting Room Policy: Mary suggested, seconded by Edith, to approve the new meeting room policy

**New business** *What you will do matters. All you need is to do it*

- Expiring terms for Mary and Chris: Both Mary and Chris are willing to continue as trustees. No other citizens have expressed an interest to any of the staff in becoming a trustee.

**Adjournment:** *In my many years I have come to a conclusion that one useless man is a shame, two is a law firm, and three or more is a congress.*

Meeting over at 9:15. Tim will bring pizza for the next meeting. Next meeting Feb 20, 2007.

Minutes prepared by Chris Costantino