

## TRUSTEES OF THE WADLEIGH LIBRARY

### MEETING MINUTES FEBRUARY 20, 2007

The Board of Trustees Meeting of February 20, 2007 called to order at 7:30 pm at Wadleigh Memorial Library.

**Present:**

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

**Minutes:**

The amended minutes for the January 16, 2007 meeting were approved on a motion by Edith, seconded by Bert

**Treasurer's Report:** The financial report was presented, reviewed and accepted, noting that the line item for Lib Asst Circ (TMC) was cut and pasted incorrectly. Michelle will have the corrected percentages in the next budget report.

Sandra would like the \$10,923 payment to the Town to cover the costs over the appropriated amount of the budget to come from the Trustees Account and not from the Fine Account. All the items that were in the overage were items which were purchased from the Fine Account, but Sandra remembers that the budget presentation stated that the amount to refund to the town would come from the Trustees Account. Michelle will withdraw that check and rewrite one to the town from the Trustees Account.

#### **Director's Report**

##### **Circulation**

- Circulation is 14,820 items (including downloadable audiobook checkouts) for calendar year up to the end of January 2007. Comparisons of year 2006 (14,704) vs 2007 show an **increase of less than 1%**.
- People counter for 2007=22,737. Compared with 2006 (22,898) there is a **decrease of less than 1%**.

##### **Personnel**

- Lucinda (Cindy) Mazza: PT Library Assistant for Circulation Desk. Her PT benefits were approved by Guy Scaife, Town Administrator, and she is now working 25-29 hours per week instead of the 10-15 she was originally hired for. She was hired at Labor Grade 11, starting at \$12.25/hour; Sundays \$13.50/hour. Michelle has cycled Lisa Griffis to tech for about 8 of her 29 hours per week and Sue Dahlen was given 4 additional hours off desk to work on ILL requests.
- Performance Reviews are due to Ruth Bolduc, Director of Human Resources, by February 28 (next Wednesday).

- Customer Service webinar: Offered by Dynix. Has been very beneficial for the staff.

### Facilities

- Michelle set up a meeting with Dennis Mires (Architect) on Thursday, March 8 @ 7pm. Please let her know if you have specific questions for him so that Michelle can forward them to him asap. She is still trying to schedule a meeting with Stu Roberts (Architect) for that same week.
- Michelle will schedule a "Field Trip" to recently completed projects by each architect, if desired by the trustees. She can also arrange for the trustees to meet with key people on site (Library Director, etc) to answer any questions we might have of their experiences. Patience Jackson recommended Boxborough or Lunenburg, MA (both new buildings by Stu Roberts) or Dracut (an addition/renovation by Stu Roberts). For Dennis Mires she recommended his new building in Windham as well as the one in Bedford. She wasn't aware of any tricky additions/renovations that he had done recently.

### Systems:

- Atrion submitted a quote of \$1470 to evaluate system and label ports so it will be easier to identify problems in the network. They will also assess the feasibility/ability of moving computers from other parts of the library to the reference area.
- Learning express is up and running. Some patron issues to work through still. Jo-Ann is taking posters to the school libraries to advertise the service that we offer.
- Michelle renewed a lapsed subscription/membership to New England Historical Genealogical Society. She also ordered the back issues as well. There is a database that can be accessed from the library that is part of the membership.
- Jo-Ann reworked the library database webpage and has transferred it to the new pages format.
- Jo-Ann and other staff continue to update the collection... they have been working on the non-fiction section 2hrs/week. Purchased some new materials in the education 300 section to replace the outdated books.

### Other

- Gift of \$3000 from Arthur L. Keyes Memorial Trust to be used for reference databases/genealogical materials. This gift was accepted on a motion by Bert, seconded by Mary.
- Transfer of funds from Trustee & Regular Accts to NHPDIP to earn higher interest
- The Revels: Coming in April to perform at the Boys and Girls Club. The Amatos are covering the rental cost of the building, the Historical Society will contribute \$250, leaving remaining balance of \$1550 to be paid by the library trustees. Tickets will be sold for \$5.00 with a cap of \$20.00/family.
- Dick Lambert came to install the software onto the new computers for the circ desk. He will be back to install them when the barcode scanner adapters arrive. He also helped Jo-Ann weed through computer parts and network pieces in her office and in the storage closet to see if there is anything useful. Jo-Ann was able to throw out a lot.
- Patron issue: a patron owed \$200.00 in fines and replacement cost of books which he had not returned. Michelle sent notices and has retrieved all the outstanding books, but not the \$60.00 in remaining fines. The patron said that he "would rather go to jail than pay the fines". The trustees asked Michelle to continue to recover the fines that are owed to the library.

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- All's well

## **Old business**

### Building Planning:

- Michelle set up a meeting with Dennis Mires (Architect) on Thursday, March 8 @ 7pm. Please let her know if you have specific questions for him so that Michelle can forward them to him asap. She is still trying to schedule a meeting with Stu Roberts (Architect) for that same week.
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- Trustees formally approved the hiring of Patience Jackson for \$5000 on a motion made by Edith, seconded by Mary. Phase I of Patience Jackson made motion to spend 5000 to spend on Patience seconded by Mary

## **New business**

Michelle's Review: done; She will continue to be employed!!

Long Range Plan: Michelle noted that it is time to update this. Michelle will send around a digital copy to trustees to look at it. Mary and Chris will start looking at this for the next meeting, but due to other time constraints, it won't become an active part of the agenda until the April meeting.

## **Adjournment:**

Meeting over at 9:00. Tim/Edith will bring pizza for the next meeting. Next meeting Mar 20, 2007.

Minutes prepared by Chris Costantino