

Wadleigh Memorial Library  
Trustees Meeting  
March 20, 2007

approved

The Board of Trustees Meeting of March 20, 2007 was called to order at 8:10 pm at Wadleigh Memorial Library.

**Present:** *Women are the real architects of society.*

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

**Minutes:** *In my experience, if you have to keep the lavatory door shut by extending your left leg, it's modern architecture.*

The minutes for the February 20, 2007 meeting were approved on a motion by Sandra and seconded by Edith

**Treasurer's Report** *Architect. One who drafts a plan of your house, and plans a draft of your money*  
Reviewed and accepted

**Director's Report** *Ram-shack-le /'ram-shak-el/ adj. : Pertaining to a certain order of architecture, otherwise known as Normal American. Most of the public buildings of the United States are of the Ramshackle order...*

### Circulation

- Circulation is 33,207 items (including downloadable audiobook checkouts) for calendar year up to the end of February 2007. Comparisons of year 2006 (30,442) vs 2007 show an **increase of 9%**.
- People counter for 2007=36,596. Compared with 2006 (38,893) we have a **decrease of nearly 6%**.

### Personnel

- In an attempt to balance performance evaluations of town employees; all department heads, including the library, have been asked to present more realistic appraisals of employees. Despite what the trustees may think, the staff doesn't really walk on water. Michelle is in the process of redoing her staff evaluations to reflect the Town Administrator's intentions. She will have a staff meeting later this week to explain what appears to be an overall drop in performance among the staff; but isn't the case.
- Michelle attended a free workshop at NH Primex on coaching staff members.

### Facilities

- Building Program Draft was submitted by Patience Jackson. Trustees are asked to read and send in comments by the end of the week to Michelle, who will incorporate them with staff comments to pass along to the architect.
- Joel Trafford is trying to get at least 2 other quotes for our HVAC project now that the money has been approved for it. One vendor has been here for a site visit so far. Very few vendors are interested in coming.
- Snowblower may need to be upgraded next year. Last week's heavy snowfall was more than it could handle, so Joel brought over his own snowblower.

### Other

- Children's Room staff is asking the Development Fund for \$2600 to support the Summer Reading Program.
- Guy Scaife, Town Admin has asked each dept. head to identify any CIP increases coming in next few years. Office asst? Restoration of hours? Additional children's staff member? GMILCS dues, PC replacement plans
- The Library Logo was designed many years ago by Judy Hohenadal's son. He was never thanked for this. Michelle will look into rectifying this by contracting with him to create a digital format of the logo. Mike will provide her with the proper paperwork to purchase the copyrights to the logo.

### 91 Nashua

- One or both tenants has been leaving trash outside (not in barrels even though barrels are there) and much of it was plowed under the snow when the driveway was cleared. Joel cleared the

snow banks so that the tenants could reach the bags. Each tenant was told the dump was open until 8pm tonight.

### **Systems**

- Atrion is on hold for the time being. Michelle and Jo-Ann will find a time and opportunity for them to do the network analysis and reference area computer allocation on the same visit
- Library monthly newsletter is on line as a pdf file.
- MyLibrarydv is available now from the library website. We are still in the trial period, so the offerings are slim.
- Jo-Ann attended a meeting for the Big Read – Souhegan community-wide reading program. Blanche Milligan, Executive Director of the Northeast Cultural Coop, is writing a grant to get money for the program. The book selected is the Joy Luck Club by Amy Tan.
- Add Jo-Ann's email to your trustee group list [jroy@wadleigh.lib.nh.us](mailto:jroy@wadleigh.lib.nh.us)

### **Old business** *When does a building actually become a built*

Architects:

- It was agreed among the trustees that all three architects, Smith & Adams, J Stewart Roberts, and Dennis Mires, were well qualified and good candidates for our preliminary plans for the library addition/renovation
- Trustees have asked Michelle to hire Smith & Adams to make a set of preliminary plans to be presented to the CIP committee in May contingent upon what Mary and Tim find out from phone calls on Wednesday.
- Tim and Mary will call Smith & Adams contacts to confirm the decision to select Adams & Smith to do the preliminary plans.

### **New business** *Home is where you hang your Architect*

- Long Range Plan: read for next meeting. Make note of any changes or updates for the next meeting.
- Trustees relooked at Michelle's evaluation in light of the directive from the Town Administrator. Appropriate changes were made

**Adjournment:** *The physician can bury his mistakes, but the architect can only advise his clients to plant vines.*  
Meeting over at 10:30. Chris will bring pizza for the next meeting. Next meeting April 17, 2007.

Minutes prepared by Chris Costantino