

Wadleigh Memorial Library
Trustees Meeting
April 17, 2007

approved

The Board of Trustees Meeting of April 17, 2007 was called to order at 7:30pm 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; Joel Trafford, facilities manager. Bert Becker, excused

Minutes:

The minutes for the March 20, 2007 meeting were approved on a motion by Tim, seconded by Mary. All in favor.

Treasurer's Report: reviewed and accepted

Circulation

- Circulation is 51,062 items (including 104 downloadable audiobook checkouts from 31 patrons) for calendar year up to the end of March 2007. Comparisons of year 2006 (47,904) vs 2007 show an **increase of 6.2%**.
- People counter for 2007= 47,069. Compared with 2006 (51,561) we have an **increase of 9.5%**.
- New MyLibraryDV (downloadable video) software has had 18 individual patrons download 39 items since the beginning of the month.

Personnel

- Martha Dickerson has left after 7 years. Michelle purchased a dish garden as a parting gift from staff and trustees.
- Lou Jackson will be gone for a couple of months for surgery and recovery.
- Michelle and Arleen Levinson will look through the last batch of applications to hire some help to cover the loss of Martha and Lou.

Facilities: Joel presented:

- HVAC Joel solicited and received several quotes from area contractors ranging from \$58,000 to \$100,000. Joel recommends that we hire JLawrence Hall. Joel will come up with a plan to do the work with a minimum of disruption to the library functions; which he will present at the next meeting.
- Snowblower: Joel needed to bring his own machine to do the last couple of heavy storms. He thinks the old blower is about 8 years old. He will be looking for a good quality and priced machine to replace the old blower.
- Monday (April 16) flooding: water pouring into the basement in the electrical room. When Joel came in at 7:00am, there were 4 inches of water and just short of the circuit box. He will look into installing a water alarm in the room. Jo-Ann's office was soaked, but Joel feels that he saved the rug by using the rug shampooer.
- Cast iron pipes: there are cast iron pipes connected to the downspouts to catch the gutter runoff from the roof. Water appears to be coming into the electrical room by way of this pipe, but since they are encased in concrete, it is hard to tell if the water is a result of a cracked pipe, or if the water is running along the outside of the pipe. Hopefully he can continue to pump faster than the water leaks buying time until the renovation of the library. This storm management system can be replaced then.
- Exterior trim painting. Must be done this summer, as it is already rotting. Joel has solicited bids for the work. He will continue to research and get references for the lowest bidder (Pat Dion, \$11,500), who will use a peel-away product instead of scraping, yielding a longer lasting paintjob, for the next meeting.
- Book sale room upgrade has been completed. Check it out!
- Handicap railings have been tightened
- Spiral staircase area is sinking and starting to pull away from the building, letting a lot of water into the building. A possible solution would be to lay a new layer of concrete to pitch the water away from the building and toward the fountain.
- Atrion/Moving pc's to reference area: with Atrion being so expensive, Michelle and Jo-Ann looked into have Rick Blase, who does most of the contracted electrical work for the library, into

running the wire so that more computers could be in the reference area. He can do the work, so could save the actual computer hookup for Atrion.

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- Roof: a valley split on the back roof resulting in water pouring down into the living room. Joel did a quick repair which survived Monday's heavy snows and rain.

Systems

- Jo-Ann attended a Neline website usability workshop: how to make a website user-friendly. Jo-Ann is thinking about creating a user survey for the library website to see what patrons think of the site.
- Thomson Gale, an educational publisher, is offering free access to their subscription databases as a **National Library Week** promotion.
- Jo-Ann will be upgrading 2006 tech plan which Deb Spratt, former assistant director, did.
- Jo-Ann is researching companies who specialize in digitizing microfilm. She will use the Keyes gift to begin to fund the project of digitizing and indexing microfilm back issues of the Milford Cabinet newspaper.

Old business

- Building Renovation: library needs assessment plan is complete. It has been passed along to Architects. Guy Scaife, Town Administrator, wants trustees to make it a priority to obtain adjacent properties to improve the access to the library. Michelle told him that the trustees had tried unsuccessfully to do this a few years ago. Joel is establishing a good relationship with the neighbors, which may be useful in the future. A study will be made of the adjacent properties, which ones would offer the most relief to the library needs, and be incorporated in the CIP/building renovation plan
- Copyright contract with Mike Hohenadel for the design of the library logo of the library front door was signed by Sandra. Mike was sent a check for \$200. He was happy to receive it and offered to handle any other graphic needs the trustees might have.
- Revels: The Amato Center at the Boys & Girls Club was severely damaged from the Monday flooding of the Souhegan River. It will not be useable in the near future, so the trustees have decided to cancel the Revels performance and will reschedule the performance. Ticket purchases will be refunded and notification will be made to the public.

New business

- Long Range Plan: Trustees reviewed the 2003 long range plan. Several changes were discussed. Chris will draft a new plan for Tim to review and then pass along to Sandra. It will be ready for the next meeting for another read through.
- 2007 Officer elections: Sandra – Chair; Mary - Vice Chair; Bert – Treasurer; Chris – Secretary. Sandra made a motion to approve this slate of officers, seconded by Tim. All were in favor.

Adjournment

Meeting over at 9:30. Edith will bring pizza for the next meeting. Next meeting May15, 2007.

Minutes prepared by Chris Costantino

