

Wadleigh Memorial Library  
Trustees Meeting  
May 15, 2007

approved

The Board of Trustees Meeting of May 15, 2007 was called to order at 7:30pm at Wadleigh Memorial Library.

**Present:** *Be who you are and say what you feel, those who matter won't care and those who mind don't matter*  
Sandra Hardy, Chair; Tim Barr; Mary Burdett; Chris Costantino; Edith March; Mike Tule; Director,  
Michelle Sampson, Ass't Director, Jo-Ann Roy.

Guest: Guy Scaife, Town Administrator

Guy Scaife met with the Trustees to discuss refining the method by which the budget is presented to the Budget Advisory Committee and the Board of Selectmen. He would like there to be better disclosure of all anticipated revenues such as the fine account. The trustees are in agreement and adjustments will be made in the budget presentation.

**Minutes:** *As you partake of the world's bill of fare, that's darned good advice to follow. Do a lot of spitting out the hot air. And be careful what you swallow.*

The Trustees accepted the minutes for the April 17, 2007 meeting with a motion by Tim, seconded by Edith.

**Treasurer's Report:** *Sometimes the questions are complicated and the answers are simple.*

Reviewed and accepted

**Director's Report** *Today is your day! Your mountain is waiting. So... get on your way.*

**Circulation**

- Year to date (May 14) circulation is 75,786 (including 453 downloadable audiobooks items and 42 MyLibraryDV downloads). Circulation is 68,996 for calendar year up to the end of April 2007 (including 415 downloadable audiobooks and 41 MyLibraryDV downloads). Comparisons of year 2006 at the end of April (63,130) vs 2007 show an **increase of over 9.2%**.
- People counter for year to date= 66,676. Compared with 2006 (70,293) we have a **decrease of 5%**.
- Cybrarian allows library staff to track usage statistics. Since January 2007, there have been 8,452 logons to the library public pcs. Average is approx. 2000 per month. There are partial 2006 stats—they're in line with 2007 (no significant increase)

**Personnel**

- The trustees approved a motion presented by Chris, "to hire Alexi Galica-Cohen to work 10-15 hours per week at \$12.25/hour and \$13.50 on Sundays and to start immediately", seconded by Bert.
- The trustees approved a motion presented by Mike, "to accept the resignations of Lisa Griffis and Martha Dickerson", seconded by Sandra.
- The trustees approved a motion presented by Chris, "to hire Katie Spofford to replace Lisa Griffis". She will work 29 hours per week at \$12.25/hour and \$13.50 on Sundays." Seconded by Edith.
- Lou Jackson is on medical leave beginning this week (surgery tomorrow). Her hours will be absorbed by current staff. Michelle will send flowers to her.
- Michelle will send flowers or a plant to Art Bryan, former director, because of his father's death.
- Michelle will increase Cindy Mazza's hours from 23.5 per week to 29 per week at same salary. Cost for rest of year beginning June 1 would be roughly \$1800.
- Jo-Ann and Michelle will be at Mt. Washington Hotel for the New Hampshire Library Association Conference on Wednesday night. They will return on Friday evening.
- Michelle has met with the school administration and Jo-Ann has met with the high school librarians. The relationship between the school and library continues to grow.

**Facilities**

- HVAC: Trustees approved a motion presented by Mike, seconded by Edith, "to hire J Lawrence Hall to install new HVAC system". Work will begin in early September so that the library isn't

without air conditioning during the hot summer months. Quotes for the job specs were reviewed by the trustees.

- Snowblower: purchased from John Deere. After some difficulties with the sales rep, the library is getting a brand new snow blower at the cost of the floor model. Awaiting delivery from Nashua.
- Trustees approved a motion by Mike, seconded by Sandra to “hire Brothers Who Paint to paint exterior trim on the library”. Work will start in September. Quotes for the job specs were reviewed by the trustees.

**91 Nashua** *Think left and think right and think low and think high. Oh, the things you can think up if only you try!*

- 1<sup>st</sup> floor tenants would like to renew lease and change to month-to-month lease. This was acceptable to the trustees.

**Systems** (Jo-Ann) *You're in pretty good shape for the shape you are in.*

- Jo-Ann attended 2 workshops about pcs and pc networking
- Dick Lambert is coming to install the 2 new computers at the circ desk. The replaced computers will go to replace other older computers on the floor. This is part of the annual computer upgrading.
- The library has purchased access to the historical content of America's GenealogyBank offered through NewsBank. This database gives Milford card holders remote and in-library access to historical records including newspapers, books, and other documents useful to genealogists. Included in this package is access to searchable, digitized issues of the local newspaper, Farmer's Cabinet, covering 4-11-1802 to 12-30-1879. The only other option currently available to gain access to these digitized issues of the Farmer's Cabinet is to purchase an individual membership to New England Historic Genealogical Society. However, this access is for one person only and would not allow direct patron access. Our institutional membership does not provide access to the NewsBank historical papers series which contains Farmer's Cabinet. Therefore, in order to provide patrons with the ability to search historical issues of our local paper, we chose to purchase America's GenealogyBank which also includes other primary document resources valuable to genealogists, students, and historical researchers. Also from NewsBank, we purchased database access to additional papers in a "pick five" plan offered from that company. We now have access to full-text Nashua Telegraph (1998-present), The Boston Globe (1980-present), New York Times (2000-present), Washington Post (1977-present) and San Francisco Chronicle (1985-present). These new databases were purchased using part of the \$3,000 gift Wadleigh received from the Keyes Trust.

**Other** *You can get help from teachers, but you are going to have to learn a lot by yourself, sitting alone in a room.*

- Trustees approved a motion by Mary, seconded by Bert to, “accept unanticipated funds for children’s programs”; the St. Mary’s Bank donated \$250 for children’s books; the Souhegan Valley Family Connection donated \$300. These funds have already been added to the “Earmarked Funds” chart within the Treasurer’s Report.

**Old business** *The more that you read, the more things you will know. The more that you learn, the more places you'll go*

- Long Range Plan: Tim and Chris prepared a draft 2007 LRP, which will be forwarded to Sandra to be reviewed. She will distribute it to the trustees for discussion at the next meeting.
- Development Fund: has agreed to fund the summer reading program
- CIP : May 23 will be a preliminary hearing before the Capital Improvement Plan Committee. Time will be announced.

**Adjournment** *Don't cry because it's over. Smile because it happened.*

Meeting over at 9:30. Sandra will bring pizza for the next meeting. Mary will take the minutes for the June 19<sup>th</sup> meeting. Chris will be out of town.

Minutes prepared by Chris Costantino, with assistance from Dr. Seuss