

Wadleigh Memorial Library

Trustees Meeting

June 19, 2007

The Board of Trustees Meeting of June 19, 2007 was called to order at 7:30pm at Wadleigh Memorial Library.

Present:

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

Minutes:

The minutes for the May meeting approved by a motion from Bert and seconded by Edith.

Treasurer's Report:

Reviewed and accepted.

Director's Report

Circulation

- Year to date (Jun4 18) circulation is 94,593 (including 552 downloadable audiobooks items and 47 MyLibraryDV downloads). Up to the end of May 2007, circulation is 86,185 items (including 511 downloadable audiobooks and 47 MyLibraryDV downloads). Comparisons of year 2006 at the end of May (79,805) vs 2007 show an increase of 8.0%.
- People counter for year to date=81,696. Compared with 2006 (83,750) we have an decrease of 2.5%.
- From January-May 2007, we've had 10,461 logons to our public pcs (averaging about 2,000 per month).

Personnel

- Michelle would like to make Cindy Mazza a full-time employee because of her potential to take on more responsibilities in Circulation. However, this would require transfer of money from another account. The library would fund benefits from the towns appropriation.
- Alexi Galica-Cohen and Katie Spofford have been trained and are functioning at the Circ Desk

Facilities

- The phones were out temporarily
- A truck hit a pole and knocked out the internet.
- Exterior trim work will be done in September.
- The HVAC will also be done in September Or maybe October. The library may have to be closed during the part of the installation. Michelle will arrange suitable work related activities for the staff.
- Rick Blaise has been asked to bid on adding wiring in the west end for pcs and also power for laptops.
- The pay phone is being uninstalled (no software needed) because it costs (\$84/month and gets little use)

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- All's well.

Other

- The following unanticipated funds were accepted with a motion by Bert and seconded by Edith:
 - Milford PTO - \$350 for the summer reading kickoff
 - Wadleigh Development Fund - #2500 for the summer reading program
 - \$380 - in memory of Ellen Cassidy
 - \$45 - in memory of James Bryan (Art Bryan's father)

- \$223.35 – from Uno’s for the Children’s Room
- \$200 – from Colleen & Joseph Murphy (unrestricted)
- \$50 – in memory of Dana Powers from Aardvark Engineering
- The summer reading program has begun. It’s not just for kids anymore ... adults also will have a program. The kickoff for children is next Wednesday at the Amato Center. The Almodarr’s will be performing magic.
- The Summer Reading Program will be hosting a **BIG TRUCK DAY** with trucks from the Fire Department, Public Works, the Ambulance Service and maybe more. Kids will be invited to get into or on the trucks.
- Gail Maloney is requesting that the library purchase her book in January. The book will be on display. Trustees decided not to pursue the purchase.
- There will be a filming at the library at the request of a film-maker from Mt. Vernon. Staff will be required to be present and will be compensated.
- Katie is setting up a MySpace page for the library (myspace.com/wadleighlibrary)
- A program titled “Big Read” and funded through a grant will be coming to the Wadleigh and other libraries in the area during September. A book by Amy Tan will be the focal point, but other events, displays, etc. about China and Chinese people will be happening.
- Since Marilyn closed shop there have been many more requests for copies which has required staff assistance. There has also been requests for fax capabilities at the library.
- The library is setting up a pbwiki site for \$10 a month. It is a site that can be used for communicating or connecting to other sites. There are no ads on pbwiki. (The ‘pb’ stands for peanut butter go figure).
- Using cell phones will be discouraged in the library. Patrons should step into the lobby.
- The MyDVD can not be accessed on Microsoft’s new Vista operating system.

Old Business

- A CIP meeting will be on Thursday at 7:00. Trustees are encouraged to attend.

New Business

- The Long Range Plan needs to be updated. The following are suggested for the revision:
 - Goals and objectives should be clearly stated
 - Strategies and tactics to achieve the goals should be developed by Michelle by working with the staff
 - Metrics and timing should be associated with the goals
- The budget has been prepared and reviewed. It is set to go in for its first pass.
- The Acoustic Café Committee is preparing for another season. Review of performers is scheduled for July 10th. Sandra stated that she will be off the committee. Michelle stated that she would like to be off the committee. Mike Mahar resigned at the end of last season. [Recently Jim Clark said this will be his last season].
- Due to pending legislation email between trustees should be limited to meeting notices.

Meeting over at 9:30. Michelle will bring pizza for the July 17th Meeting