

# Wadleigh Memorial Library Trustees Meeting February 19, 2008

Approved

The Board of Trustees February 19, 2008 Meeting was called to order at 7:30pm at Wadleigh Memorial Library.

**Present:**

Sandra Hardy, Chair; Tim Barr; Bert Becker; Mary Burdett; Chris Costantino; Edith March; Mike Tule. Director, Michelle Sampson. Joel Tafford, facilities manager. Sarah Sandhage invited to attend

**Minutes:**

The minutes as amended for the January 15, 2008 meeting were approved on a motion by Tim, seconded by Mike.

**Treasurer's Report:**

- Reviewed and accepted
- The trustees voted, on a motion by Mike and seconded by Edith, to accept a gift of \$5000 from Arthur L Keyes Fund.

**Director's Report**

**Stats:**

Circulation:

<b>Circulation Jan</b>	<b>2007</b>	<b>2008</b>	<b>% Change</b>
General Circ	17,259	18,693	8% increase
Downloadable Audio	116	102	12% decrease
<b>Total Circ</b>	<b>17,375</b>	<b>18,795</b>	<b>8% increase</b>

People Counter

<b>People Counter</b>	<b>2007</b>	<b>2008</b>	<b>% Change</b>
<b>Jan</b>	<b>13,829</b>	<b>12,731</b>	<b>8% decrease</b>

Public PCs

- For January 2008, we had **2007** logons to our public pcs

**Personnel**

- Michelle completed the Primex Supervisor's Academy III and is now a certified Primex Level One Leader
- Annual staff reviews due by end of February
- Staffing discussion

**Facilities**

- Water in the electrical room again—coming up through the floor. There's a 440 volt electrical panel located approx. 12" from floor; last year water came within 2" of panel. The entire building would be inoperable should the panel be blown. It isn't certain what is causing the water to flow – it could be a leak in the foundation or the drain pipe from the roof which flows under the library to the stormdrains. The "fix" scenarios include: jackhammering out portions in Jo-Ann Roy's office and electrical room to locate leak and replace the pipe; installing a water alarm which will trigger at the alarm company during off hours; or install a sump pump. Joel will look into placement of a sump pump as the quickest and least costly immediate fix.
- Building ballasts update: we're going to get some free replacement ballasts from Advanced Ballast Co; we'll still need to pay Rick Blaise to install. In the meantime, we're pursuing additional quotes for energy audit upgrades.
- Joel believes that all of the ice this past year has pushed apart some of the rubber seams on the flat roof—causing leaks. Last month he installed the "ice wire" to encourage the ice to melt and drain faster.

**91 Nashua**

- No news

**Other**

- Monday, February 25<sup>th</sup> @ 5:30pm: Meet with BOS for departmental year-end summary
- Week of Jan 28<sup>th</sup>—Food for Fines; DDR Librarian Challenge on Jan 31. All went well—some nice publicity for the Library and Katie.
- Patron complaint about DVD – A patron complained about the content of the DVD “Me, You and Everyone You See”. Jo-Ann and Michelle will watch it for verification that it is a good item for our collection. It won numerous awards, hence its addition to the collection.

**Old Business**

- Long Range Plan update- tabled until next meeting
- Trustee elections: Sarah Sandhage is running for the position that Bert is leaving. THANK YOU, Bert for the many years of dedicated service to the library. YOU WILL BE MISSED!!!!
- Defibrillator: The library is close enough to the town Ambulance bay that the trustees decided to not purchase a defibrillator for the library.

**New Business:**

- Reinstating the lost Friday hours will be a warrant article on the ballot for next year.

**Adjournment**

Meeting over at 9:30.

? will bring pizza to the next meeting, March 18, 2008.

Minutes prepared by Chris Costantino

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