

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

AUGUST 19, 2008

Meeting was called to order at 7:00pm at Wadleigh Memorial Library.

Present: Tim Barr, Chris Costantino, Sandra Hardy, Edith March, Sarah Sandhage, Mike Tule; Director, Michelle Sampson.

Minutes: The minutes as amended for the July 15, 2008 meeting were approved on a motion by Tim, seconded by Chris.

Treasurer's Report: Reviewed and accepted:

- Michelle continues to refamiliarize herself with each trust fund and its purpose and in doing so, more of that money is now being spent on books. Along with that, special attention will be given to assure that bookplates are placed in all new trust fund books.

Director's Report:

Stats: Circulation

Circ through July	2007	2008	% Change
General Circ	122,662	133,429	8.8% increase
Downloadable Audio	745	775	4.0% increase
Total Circ	123,407	134,204	8.7% increase

Stats: People Counter

People Counter	2007	2008	% Change
Through July	108,989	102,997	5.5% decrease

Stats: Public PCs

Public PCs	2007	2008	% Change
Through July	15,410	14,462	6.1% decrease

Personnel:

- Most of Katie Spofford's and Cindy Mazza's circ desk hours have been redistributed to Mary Ann Shea, thus eliminating the need to hire any additional part time help at this time.

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

AUGUST 19, 2008

Facilities

- Building exterior painting is complete
- Discussion as to whether or not to recarpet the lobby, adult fiction, non-fiction and periodicals areas before the new furniture arrives. Carpet is 20+ years old. Michelle proposes using fine monies for the job. Three companies were contacted and have quoted prices for carpet squares to be installed, individually replacable when the need arises in a particular area. After a “field trip” around the areas in question, a motion was made by Tim, seconded by Chris to spend \$16,500. on carpet replacement in those specific areas. Vote 4-2. Michelle will check with Atkinson Carpet of Haverhill, MA to get specific warranty inclusions and limitations and also with Goedecke of Bedford, NH to see if their price can be brought down.
- Rivier College and Michelle have begun planning the new marketing project for the library. Michelle will be presenting to two (2) classes at Rivier and they in turn will present to the library their completed campaign.
- Due to the recent vandalism of the library sign to the left of the driveway, Michelle will be seeking quotes from local granite vendors for a new, more permanent solution.

Systems

- Polaris is on track to begin data pull on Thurs. August, 21st and continue through Tuesday August 26th. Scheduled go-live date for the new system is Wed. August 27 but is subject to change if needed. The library will be closed Wed. morning August 27th due to the volume of work that will be stacking up while this transition is made. All trustees voted in favor of closing for the morning of the 27th.
- All due dates for checked out materials have been pushed out past these transition dates and all requests for materials from elsewhere have been suspended until this project is complete and satisfactorily up and running.
- Extra staff will be on hand to assist in the backlog. Diana Leblanc and Cindy Mazza will be supervising as Michelle will be on vacation.

Programs

- Summer reading program is winding down and children’s programs will be on hiatus for now.
- Adult Programs upcoming Aug. 21st, author William McGee discusses Men of Granite ; August 28th woodworker Mike Amadeo presents “Hooked on Hardwood”, part of Summer Artisan Craft Program

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

AUGUST 19, 2008

- “The September Project” is in the planning stages. A week-long effort with very special programming during the week of September 11th in coordination with the Goffstown Public Library. More details to follow with brochures and schedules being made up for greater public exposure.
- The Jaiden Tlapa Angels Foundation “Night Out” fundraiser had been scheduled in conjunction with the library to help raise funds for a New England Aquarium pass for the library.

91 Nashua Street

- No news

Other

- Library update presentation to BOS August 11th went well.
- The library will be closed Saturday August 30th-Sept. 1st for the Labor Day holiday.
- Katie Spofford has finished a novel written for young adults which will be going out to publishers shortly. Good Luck!
- The Police Department has asked if they can put a dunk tank in the library parking lot as a fundraiser during the Pumpkin Festival weekend. All trustees agreed that would be fine.

New Business

- Patron Complaint Forms: Michelle has drafted an amendment to the policy stating that any response in writing from the Director to a patron who has completed a complaint form regarding library materials, etc. will first be viewed by the Chairman of the Library Trustees before it is sent out. Motion to approve amendment to policy made by Edith, seconded by Tim. Trustees will get involved with further discussion of the complaint when and if the patron is not satisfied with the response or wants to “appeal”.
- Pictometry: Chris has been in contact with Town Hall regarding the public gaining access to the Pictometry software purchased by the town. The Selectmen feel it is a privacy issue and don’t want the software made publicly accessible. Michelle will contact other libraries to see if anyone else has access to Pictometry.

Meeting adjourned at 8:42 pm.

Next meeting of the Board of Library Trustees will be held Tuesday September 16th, 2008 at 7pm; pizza at 6:30 provided by Edith.

Minutes prepared by Sarah Sandhage.