

# WADLEIGH MEMORIAL LIBRARY

## TRUSTEES MEETING

DECEMBER 16, 2008

Meeting was called to order at 7:04pm at Wadleigh Memorial Library.

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

Minutes: The minutes as amended for the November 18, 2008 meeting were approved on a motion by Chris, seconded by Edith.

**Treasurer's Report:** Reviewed and accepted. Unanticipated income accepted by Trustees.

### Director's Report:

#### Stats: Circulation

Circ through Nov.	2007	2008	% Change
General Circ	190,986	202,107	5.8 % increase
Downloadable Audio	1239	1278	3.1 % increase
Total Circ	192,225	203,385	5.8% increase

#### Stats: People Counter

People Counter	2007	2008	% Change
Through Nov.	167,039	163,353	2.2% decrease

#### Stats: Public PCs

Public PCs	2007	2008*	% Change
Through Nov.	24,573	22,960	6.5% decrease

#### Personnel

- Michelle working to hire a PT Library Assistant to cover Judy Hohenadel's hours once she cuts back January 1, 2009.
- Katie Spofford has completed her final class toward her MLS degree.
- Cindy Mazza will begin her first classes in the MLS program at Southern CT University.

#### Facilities

- Old furniture currently in storage: waiting to hear from Janet Langdell about approximate worth.
- The library stayed open Saturday Dec. 13<sup>th</sup> until 5pm for patrons suffering effects of the ice storm.

#### Systems

- The contract for Library Insight (the library calendar update system) is ending in January and another system, Event Keeper proves much less expensive for the year. Michelle has contracted with Event Keeper and training will begin this week.
- Katie is working on a library Facebook page and has also been working on a feed from the library blogs to the main home pages on the library website.
- Diana LeBlanc has discovered that the possibility of moving to a server environment is cost prohibitive and requires extensive technical expertise. Michelle to contact Ivy Networks of Amherst for a quote.

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### Programs

- Children's: Various holiday programs upcoming include music, crafts and a Preschool party
- YA: Chicks w/Sticks Book Club; American Idol Karaoke Sing-off 2
- \$1/bag book sale through Dec 21<sup>st</sup>, 2008.

### 91 Nashua

- New 1<sup>st</sup> floor tenant. 2<sup>nd</sup> floor tenants' first year lease is up, have renewed a 6 mo. lease which has been amended to allow for a cat or small dog.
- Plumber investigating heating problem.

### Other

- Library Holiday hours- closing Wed. Dec. 24<sup>th</sup> at 3pm, reopening Sat. Dec. 27<sup>th</sup>. Closing Dec. 31<sup>st</sup> at 3pm, reopening Friday Jan. 2<sup>nd</sup>, 2009
- Michelle will be away from Wed. Dec. 24<sup>th</sup>-Sunday Dec. 28<sup>th</sup>.
- Rate and Fee Schedule- reviewed and updated
- Discussion about purchasing a CD/DVD repair machine to preserve the library's collection. Motion by Tim to purchase one machine in particular after discussion of several, seconded by Sarah, all in favor. Michelle will order.

### New Business

- Michelle will be setting up a meeting between the Trustees and the Development Fund committee re. the possibility of hiring a professional fundraiser for the library expansion plan- update: Meeting now scheduled for Jan. 27, 2009, 7pm
- 2009 Holiday closing dates reviewed and changes made
- Michelle will be pursuing an ICMA Grant (International City/County Management Association)

### Old Business

- Rivier MBA students' presentation-discussion tabled until next meeting
- Borrower cards & Circulation Policy- reviewed and updated

Meeting adjourned at 8:51 pm.

Next meeting of the Board of Library Trustees will be held Tuesday January 20<sup>th</sup>, 2009 at 7pm; pizza at 6:30 provided by Sarah.

Minutes prepared by Sarah Sandhage.