

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

NOVEMBER 17, 2009

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

Present: Tim Barr, Chris Costantino, Edith March, Kristie Popp, Sarah Sandhage, Mike Tule, Director, Michelle Sampson and Selectman Tim Finan

The minutes as amended for the October 20, 2009 meeting were approved on a motion by Chris, second by Sarah, all in favor.

Treasurer's Report reviewed and accepted

Director's Report

Stats: Circulation

Circ through OCT	2008	2009	% Change
General Circ	183,634	208,316	13.4% increase
Downloadable Audio	1180	1630	38 % increase
Total Circ	184,814	209,946	13.6 % increase

Stats: People Counter

People Counter	2008	2009	% Change
Through OCT	147,286	165,352	12.3 % increase

Stats: Public PCs

Public PCs	2008	2009	% Change
Through OCT	20,794	23,416	12.6% increase

(Does not include use of wireless network)

Personnel

- Regina Short officially hired (on a motion by Mike, seconded by Chris, all in favor) to work 20 hours/week assisting in Tech Svcs. and potentially at the circulation desk.
- Understaffing is still a problem, particularly when IT issues arise as employees' usual workload is put on the back burner while problem is solved.

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Facilities

- Switch from Simplex Grinnell to American Fire & Security will be effective November 30, 2009.
- Michelle to meet with Tucker Library Interiors Wed. Nov. 18th regarding furniture upgrades in the Children's Room.
- Library will be closing @ 5pm on Wednesday, Nov 25th for the Thanksgiving Break and will reopen on Saturday, Nov 28th

Systems

- "TT Summit" Thursday Nov. 19th regarding investigation of tech support for the library.
- Only public printer is ready to quit. Replacement requires we upgrade our current server software in order to be compatible.
- One of two photocopiers is not working. Michelle to meet with vendor rep. on Thursday Nov. 19th to discuss options.
- Discussion about replacing current Internet Management software (Cybrarian) with EnvisionWare. EnvisionWare is said to be the leader in Print Cost Management and PC Access and Session Control created specifically for libraries. Michelle to interview several libraries who currently use EnvisionWare before proceeding with purchase.

Programs: upcoming

- Children's: Gently used children's book sale & drop-in holiday card-making (Nov 21st -22nd); PAWS to Read (Dec 12th); Holiday storytimes throughout December.
- YA: Teen Writing Club (Nov 20th); Chicks with Sticks book club (Dec 3rd); 5 year old Birthday Club party (Dec 6th); Animanga club (Dec 8th)
- Adult: Job Search & Career Change Seminar (Nov 19th); Acoustic Café (Nov 21st); PC skills workshops every Monday

91 Nashua

- Upstairs tenant requests rent reduction- Trustees vote no

Other

- Revised "Borrower Cards and Circulation Policy" accepted on a motion by Mike, seconded by Edith, all in favor
- Friends of the Library meeting tomorrow at 7pm.
- Rescheduled Library Development Fund meeting is set for next Tuesday, November 24th @ 7pm- Trustees had a brief discussion of what the next steps should be: possible assembly of a new committee and fundraising procedures
- Feedback on the new Wadleigh newsletter has been very favorable

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- Michelle talked briefly about the ALA website and all of the resources available to us through our membership
- Holiday gifts for the staff were discussed and approved

Meeting adjourned at 9:05pm. The next meeting of the Wadleigh Library Trustees will be held Tuesday, December 15th at 7pm. Pizza at 6:30pm provided by Michelle.