

Library Trustees Meeting  
Wadleigh Memorial Library  
April 20, 2010

“Great minds have purposes; others have wishes” (**Present**): Mary Burdett, Chair; Tim Barr, Chris Costantino, Edith March, Kristie Popp, Sarah Sandhage, Mike Tule. Michelle Sampson, Director, Tim Finan, BOS Selectman Rep

**Visitors:** Alyssa and Brian Murphy, Guy Scaife, Town Administrator. Joel Trafford, library facility manager

“Age is a matter of feeling, not of years”. (**Minutes of March 16, 2010 meeting**) - accepted on a motion by Tim, seconded by Edith. Unanimous.

“Nothing is enough for the man to whom enough is too little”. (**Treasurer’s report**) - accepted as presented.

”Some minds seem almost to create themselves, springing up under every disadvantage and working their solitary but irresistible way through a thousand obstacles”. (**Director’s report**)

- Stats: Circulation

Circ through MAR	2009	2010	% Change
General Circ	58,718	65,700	11.9 % increase
Downloadable Audio	485	521	7.4 % increase
Total Circ	59,203	66,221	11.9 % increase

- Stats: People Counter

People Counter	2009	2010	% Change
Through MAR	51,924	50,971	0.6 % decrease*

\*Last month was a 22.7% increase. Counter accidentally reset?

- Stats: Public PCs

Public PCs	2009	2010	% Change
Through MAR	6467	6217	-7.4%*

(Does not include use of wireless network. See “Systems” below.)

- Personnel:

- 3 employees signed employment letters which stated that each one is eligible for a pay raise after one year. If the raises were awarded, it would total \$325.00. However, the town has voted a wage freeze for 2010. Guy Scaife, Town Administrator, came to the meeting to address the trustees about this. Guy’s position is there would be a better employee environment if all town employees are treated the same. But he acknowledges that the library is an independent entity. The town has always supported salary adjustments if they are used to correct an employee’s improper compensation. Discussion ensued. Michelle will look at other libraries for comparable salaries to determine if we are appropriately compensating these employees. A decision was tabled until the next meeting.
- Increasing A. Galica-Cohen’s hours from 15 to 23 per week. Additional hours to be spent in Technical Services Dept.
- Michelle requested assistance through the Library’s Facebook page for a volunteer to help with materials processing (covering & stamping books, etc) and within an hour someone had responded.

- Systems:

- There are some public computers that are either down or malfunctioning. Michelle will direct the staff to purchase replacement computers.

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- Envisionware: seems to be working like a charm. We've been "live" about 6 weeks. Michelle has had only one complaint regarding eliminating "the first 5 pages are free" policy. For the month of March, 859 pages of print jobs were cancelled; this is a savings of nearly 2 reams of paper (not to mention ink/toner).
- Facilities
  - Had some minor leaking of roof on 3<sup>rd</sup> floor near elevator. Therien Roofers came out to fix
  - New wheels need to be installed on exterior book drop cart which Joel can fix.
  - Ebooks: debuted a month ago; seed collection is 100 titles. Link to it from the library home page.
  - Launching "byki" (stands for Before You Know It) language database next month. Nashua is the only other library in NH offering it. Far superior to the alternatives. 80+ languages and ESOL. Read more about it at recordedbooks.com
- Programs – there are many planned for the school break next week. See calendar.
- Other
  - NH State Library experiencing severe budget cuts. They've already dropped 2 databases (we picked up 1 of them via GMILCS—Ancestry.com; the other one, Biography Resource Center has information duplicated elsewhere and usage stats that couldn't justify the expense. Communication from NHSL is minimal at best.
  - BOS semi-annual "State of the Library" report currently scheduled for May 10 @ 6:15pm
  - M. Sampson will be on vacation leaving this weekend and returning May 5.

"Little minds are tamed and subdued by misfortune; but great minds rise above them". (**Old business**)

91 Nashua Street

- Bottom floor apartment had some potentially serious health code violations due to the tenant's living conditions. J. Trafford worked with tenant, alerted tenant's 'caretaker,' and issues were addressed. D. MacAllister & B. McKinney documented situation, inspected apartment the following morning and all was acceptable by then. J. Trafford will be checking on tenant on a regular basis.
- Michelle asked J. Trafford to have electrician inspect top floor/attic crawl space for possible electrical code issues (of which there are many). To fix the problem would cost approx. \$4000 barring any unforeseen circumstances.
- Boiler serviced.

"There is certain relief in change, even though it be from bad to worse! As I have often found in traveling in a stagecoach, that it is often a comfort to shift one's position, and be bruised in a new place". (**New business**)

**Brian and Alyssa Murphy-** Brian and Alyssa submitted the winning design for the Young Architects competition which was hosted by the American Architects Association for the library. They have offered to continue to assist the trustees as the renovation project moves (creeps?) forward. Brian and Alyssa have recently left their work in NYC and moved to Portsmouth. They are both interested in being involved in a community project. The following are thoughts that were voiced during the brainstorming session between the trustees and Brian and Alyssa:

- The trustees must have a vision or master plan and ensure that all design and build decisions are faithful to that vision.
- Need to have consensus – have focus groups from different demographic groups in the town. They could be called "design groups". Design by community to get "buy-in" from the different interest groups in town.
- We need to be more aggressive about presenting the renovation intentions to the town.
- A phased approach would be guided by the master plan or vision.
- Benchmarking with other libraries in the area – what have they done or are planning.
- We do have enough space to do this renovation. It will be difficult. Michelle mentioned Trading Spaces designing, which was done in New Jersey
- If we moved the annex and the garage – we could get 40 more spaces tomorrow!

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- There aren't a lot of options for increased egress without another street access and due to the site grade above street level
- Mike wanted to know if we could work with what we have without expanding the footprint. There was discussion that perhaps a second floor could be put on the main section of the library. Chris will look for existing site surveys, or start the process of having library impact fees put toward a site survey done of the property.
- Survey – why aren't people using the library. Alyssa and Brian don't have a lot of experience with surveys. Their opinion is that focus groups are more flexible and a more direct way to get feedback and also educate the public about library services and needs. Good to use both approaches. Repetitive outreach – constant reinforcement of the master plan. We should be at every public event with surveys and the plan available for discussion.
- Design charrette for the library? Architectural brainstorming
- Mary asked how to coordinate our efforts with Brian and Alyssa. Emails will be a good source for communication and the occasional visit as needed.
- Organized tours of the library to increase public awareness of need and the actions being planned to resolve the needs
- It would be good to have a Fundraiser who has experience with a building campaign on the committee. Predevelopment campaigning strategy would be very helpful

“He is the true enchanter, whose spell operates, not upon the senses, but upon the imagination and the heart”. **(PLA update)** from Michelle – tabled until next meeting

“An inexhaustible good nature is one of the most precious gifts of heaven, spreading itself like oil over the troubled sea of thought, and keeping the mind smooth and equable in the roughest weather”. **(Library Design Symposium)** update: Chris, Sarah, Mary – tabled until next meeting

“There is a healthful hardiness about real dignity that never dreads contact and communion with others however humble”. **Survey discussion** (please come with ideas) - tabled until next meeting

“One of the greatest and simplest tools for learning more and growing is doing more”. **Meeting adjourned** at 9:15

Next meeting is May 18, 2010. Mary will bring pizza.

Minutes prepared by Chris Costantino with assistance from Washington Irving