

WADLEIGH MEMORIAL LIBRARY

TRUSTEES MEETING

JULY 20, 2010

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

Present: Tim Barr, Mary Burdett, Edith March, Sarah Sandhage, Michelle Sampson-Library Director and Tim Finan from the Board of Selectmen

The minutes as amended for the June 15th, 2010 meeting were approved on a motion by Sarah, seconded by Edith, all in favor.

Treasurer's Report reviewed and accepted

Director's Report

Stats: Circulation

Circ through JUNE	2009	2010	% Change
General Circ	119,672	131,791	10.1% increase
Downloadable Audio	973	1102	13.3 % increase
Total Circ	120,645	132,893	10.2% increase

Stats: People Counter

People Counter	2009	2010	% Change
Through JUNE	93,143	96,655	3.8 % increase

Stats: Public PCs

Public PCs	2009	2010	% Change
Through JUNE	13,832	12,337	7.8% decrease

(Wireless stats will be included beginning next month).

Personnel

- “Fun Fridays” is a new theme Michelle will be starting with the staff which will include wearing library/reading-related t shirts, etc.
- Staff meeting was on July 15- new name badges for staff and volunteers have been designed and are in progress
- Background checks through Lexis Nexis will begin, the library account is now set up. The use of the WML Development Fund as a fiscal agent (501©3 status) enables significant cost savings (\$4 instead of \$55).
- Jennifer Lamy is now working as a paid intern for approximately 8 weeks. She’s been a longtime Library Page who is interested in going to LibrarySchool. She’s helping us with some bigger projects as well as learning about other areas/depts. of the Library.

Facilities/Collections

- Weeding of the fiction collection to alleviate crowded shelves continues.
- Library sign replacement is moving forward. Milford Granite has provided a quote and Medlyn Monument is preparing a quote also. (size and design yet undetermined)

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- American Security & Fire Protection (our current alarm monitoring vendor) has met with Michelle and provided a quote for 5 cameras to be installed on and around the property. Michelle will be in discussions with Nicole Banks from Milford Recreation Dept. to discuss their prior camera purchase.

Systems

- IT contractor spent approx. 30 hours over the past 2 weeks configuring and installing our new wireless access points, replacement switches and printer unit; rebuilding, reconfiguring and installing 3 of our current workstations; and spec'ing and ordering 8 new desktops to replace older public pcs.
- Tracking of the library's wireless usage via Google Analytics began 9 days ago and shows 59 logins in that timeframe.

Programs: upcoming

- Children's: Summer Reading Program continues. Special programs held nearly every day. A new museum pass now available courtesy of the Friends of the Library called "Zoo New England", includes admittance to the Stone Zoo in Stoneham, MA and/or the Franklin Park Zoo in Dorchester, MA.
- YA: Craft Wednesdays series; Pizza & Pages Book Club series; Wii MarioCart Tournament series with area libraries continues (July 28; Aug 11); the "Chicks with Sticks Book Club" is reading Runemarks by Joanne Harris (meet Aug 5); Teen Celebration party for launch of 3rd book in Hunger Games series (Aug 12).
- Adult: Tri-Town Book Series-Contemporary NE Voices (meets July 21 & Aug 18); a special program on Downloading Digital Audiobooks & E-books from your Library (Aug 10) will be presented by Bobbi Slossar, Technology Resources Librarian at the New Hampshire State Library.
- Reference Librarian Sue Amann is applying for a \$2500 grant from the National Endowment for the Humanities to plan a 5 program series on Louisa May Alcott to coincide with the recent biographical film on PBS. As with the Tri-Town Summer Book Club Series, we would be working with 2 other small town libraries in addition to the NH Humanities Council

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- Status quo.

Other

- Annual report before the BOS went well. Selectwoman Kathy Bauer asked if the Steering Committee or Trustees would be preparing a work/progress report
- 2011 Budget: 1st draft due to Guy Scaife by July 20th. Considerable time was spent going over the Budget spreadsheets. A \$10,000 trustee trust fund appropriation will be added to the budget for possible new phone system (still pending town scheduling) or unforeseen building repair/issues in 2011.
- BOS is looking for 5 year "head count" plan.
- Friends to meet July 28th 7:00pm @ Bernie Kallfelz's home.
- Library is scheduled to present to the CIP re building project, August 11th @ 6:30pm at the library.

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New Business

- **Motion made by Mary to use up to \$5000. in impact fee monies for architects' expenses and fees, seconded by Edith, all in favor.**
- The next Trustee/Steering Committee work session will be held Wed. August 4th at 6:30 at the library. Brian and Alyssa Murphy, architects involved with the current library planning, are invited and will attend.

Meeting adjourned at 8:22pm. The next meeting of the Wadleigh Library Trustees will be held Tuesday, August 17th 2010 at 7pm. Pizza at 6:30pm provided by Chris.

Meeting minutes submitted by Sarah Sandhage.