

WADLEIGH MEMORIAL LIBRARY

Board of Trustees

Meeting Minutes for March 25, 2013

Present: Chris Constantino, Deb Faucher, Sarah Sandhage, Jen Hansen, Kim Paul, Michelle Sampson, Mike Tule, Wayne Hardy

Call to order at 7:00.

The minutes of the February 2013 meeting were approved unanimously (Moved first by Mike, seconded by Sarah).

New officers were elected. Kim will serve as Board Chairperson. Jen will serve as Secretary and Deb will serve as Treasurer.

Treasurer's Report: Kim presented her report with handouts. Michelle needs to send the Trustee appropriation to the town. We discussed moving some copy funds monies from checking to investment account and moving fine and trustee monies from the investment and checking accounts. This would only be done on paper. Mike said that this would be okay to do. This move was approved as presented by all Trustees.

Director's Report: Michelle presented her report. See below.

Stats: Circulation

Circ through FEB	2012	2013	% Change
General Circ	39,365	38,547	2 % decrease
Downloadable audiobks	463	345	25.5 % decrease
Downloadable ebooks	461	633	37.3% increase
Total Circ	40,289	39,525	1.9 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through FEB	25,088	23,193	7.6 % decrease

Stats: Public PCs

Through FEB	2012	2013	% Change
Wireless	424	450	6.1% increase
Public PCs	3326	2557	23.1% decrease
Total through FEB	3750	3007	19.8% decrease

Personnel

- Staff meeting held March 21st

Facilities/Collections:

- Regarding the fountain: I contacted Henry Lie from Harvard's Straus Center for Conservation to get his recommendation for a replacement of Rika Smith McNally. I emailed the person he recommended and am awaiting a response.
- We've moved the newspapers to the shelves behind the magazines and taken the opportunity to rearrange/shift the Large Print, Biographies, the end of the 800s and all of the 900s. Biographies were also weeded.
- 5 of the chairs in the Children's Room (specifically the ones with the animal track cut-outs) have splits and/or cracks in them. Tucker Library Interiors will be on site tomorrow to deliver our sofa (the one we currently have was shipped with the wrong color fabric) and will be able to inspect the chairs at that time.

Systems:

- Town IT Director Bruce Dickerson will be now working with two Microtime people with different experience strengths—one with strong network and VMware (Virtual Server) experience and the other with strong desktop and application know-how. So far he has only worked with the network/VMware person and he has been excellent...running and terminating all the extra wiring necessary for the new phone system as well as helping Bruce set up the network switches to connect the Town Hall phone system over to the Library.
- The phone system has been replaced! We transitioned over from the old to the new by running both phone systems in parallel. This allowed Bruce to create the, night message, create group #'s, and tailor the new phone system to the needs of the different groups at the library. The library staff has been trained on the new phone with a big help from staffer Mary Ann Shea. The only big issue with the new phone system was that the old paging/announcement system is not compatible. As a temporary solution, one old phone was left at the circulation desk to allow paging at the library while Bruce investigates paging systems that will work with the new system. This may be an opportunity to replace the old brown hall speakers with more modern ceiling mount speakers spaced appropriately throughout the library.

- Now that the phone system is in place... the remaining three staff PC's will be replaced in the next two weeks and the GFI LanGuard update issue will be addressed as well.
- Fax line is in – Bruce needs to assign a line and activate... then we can install fax/scanner modules.
- We've been working with GMILCS to customize our online catalog so if you haven't seen it lately...check it out! We sent a new graphic to be installed, courtesy of staffer Stephanie Vore Apple, and there are more tweaks to be made, but the colors, choices, carousels/display and search limiters have seen a dramatic improvement since last month's GMILCS visit.
- We've installed one thin client to replace an online catalog in the Children's Room and to test it out; we'll be installing a second one soon. If these work well for us, they could be potentially cheaper options for some of our pcs when it comes time to replace them.

Programs: Check the calendar for last minute changes or additions. A sample of what's coming:

- **Children's:** Weekly storytimes and lapsits; Lego Block Party (Mar 21); Grades 2 & 3 Book Group (Apr 8); PAWS to Read (Apr 13); Grades 4 & 5 Book Group (Apr 15).
- **YA:** Pizza & Pages Book Club reads Opper's (Mar 21); Dr. Who Fan Club (Apr 2); Chicks with Sticks Book Club reads Fisher's *Incarceron* (April 4); Anime Club (Apr 9); Gaming (Apr 10).
- **Adult:** Knit 1, Crochet 2 meets 1st & 3rd Mondays of each month; Spanish Conversation Group meets each Tuesday; Collaborative Divorce (Mar 20); Evening Book Group reads de Rosnay's *Sarah's Key* (Mar 26); Morning Book Group reads Dickens's *David Copperfield*.
- Through April 17: AARP Free Tax Assistance on Tuesdays 9:30-2 and Thursdays 4-6:30.

Other

- Community Facilities Committee to meet Wednesday, March 27th @ 6:30pm in the Keyes Room. Trustees are asked to attend this special meeting to see what the CFC has been working on and give feedback. Architects Manypenny/Murphy will also be attending.
- Deb Hoadley on calendar for Wednesdays April 3; April 17; May 8 from 7-9pm at the Milford Police Dept Community Mtg. Room. Group is assembled. We've been requested to park in the adjacent municipal lot to the MPD.

Notes on Director's Report:

- Regarding outside fountain: Michelle suggested we hire Greg Curci to do a report/evaluation on the fountain. We will need this in order to apply for grants to fix it. The cost for this would be roughly \$1,567.20. We discussed the value of getting this done and questioned whether or not Mr. Curci would provide us with an estimate of how much it would actually cost to make the repairs. We did approve hiring Mr. Curci for this project (Kim moved, Mike seconded) on the condition that he let Michelle know exactly what we will get from his report (the cost estimate included).

Old Business:

- Strategic Planning: The focus group is all set. Deb Hoadley will also be taking staff feedback into account. She won't be able to turn the full plan around by late May, but can have certain components ready earlier than that.

- Code of Conduct policy: The full board moved to approve the amended policy.
- AV Equipment policy: We voted to accept as amended (Jen made first motion, Deb seconded).
- Flag pole: Our Boy Scout is still interested in this project. We will ask Tim Finan to be the go-between for us.

New Business:

- Proposal from Mannypenny – Impact fees will cover this. Kim moved and Chris seconded to hire them to review plans H & S to see if they will work for us.
- Spring Conference: Sarah, Kim and Chris will be attending.
- Library will be closed on Sunday for Easter.
- Terry Knowles – many of us are interested in hearing her speak. Michelle is hoping to get her here on a weeknight after we get through the strategic planning process. We discussed that this might be a nice presentation for a regional trustee meeting.

Our next meeting will be held April 16, 2013. Sarah will bring pizza.

Respectfully submitted,

Jennifer Hansen

Secretary