

**Wadleigh Memorial Library
Trustee Meeting Minutes
July 16, 2013**

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

The meeting was called to order at 7:02 p.m.

The June minutes were approved (Chris made the first motion, and Sarah made the second motion. All approved.)

Michelle presented her Director's Report:

Stats: Circulation

Circ through JUNE	2012	2013	% Change
General Circ	121,687	117,597	3.4 % decrease
Downloadable audiobks	1298	1261	2.9 % decrease
Downloadable ebooks	1369	2204	61 % increase
Total Circ	124,354	121,062	2.6 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through JUNE	74,304	70,960	4.5 % decrease

Stats: Public PCs

Through JUNE	2012	2013	% Change
Wireless	1494	429*	*Since May only
Public PCs	10,204	8394	17.7% decrease
Total through JUNE	11,698	8,823	

Personnel

- Staff meeting scheduled for July 25.
- New job description for Library Pages: needs approval. Job has been posted and will close on July 19. We'll need to hire 3 new Pages to replace those leaving for school.

Facilities/Collections:

- Flagpole dedication on June 21st went exceedingly well.
- New book drop will be re-installed once the concrete poles to guard it are in place.
- Fountain: see draft letter.
- Final bill from Manypenny was submitted and paid.

Systems:

- There are still two staff PCs that need to be switched out – the Reference pc and one in Tech Services.
- Re iPads: staff continue to build age-appropriate app libraries one each of the devices; make plans for deployment; and familiarize themselves with the iPads. Public deployment tentatively set for late summer/early fall.
- Phone system: we've been having some town-wide issues regarding voicemail which have since been resolved. An upgrade to the system earlier this week resulted in additional issues (dropped calls, not being able to call out to cell phone numbers) which have been fixed.

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

- **Children's:** Summer Reading theme for Children's is "Dig into Reading." Monday morning storytimes; Friday storytimes at Keyes Field; Critters n/ Creatures (July 17); Pirate Treasure Hunt (July 22); Dinosaur Dig (July 24); Archaeology Adventure (July 29); Pizza & a Movie (July 31); Underground Crafts (Aug 5); Big Truck Day (Aug 7); Mad Science (Aug 9).

- **YA:** Teen Summer Reading theme: “Beneath the Surface.” Pizza & Pages Book Club reads Milford’s *The Boneshaker* (July 18); Camp Nanowrimo (National Novel Writing Month) Write-In (July 19 & 26); Chicks with Sticks Book Club reads Barkley’s *Dream Factory* (Aug 1); Shark Attack Party (Aug 9); Anime Club (Aug 13); Teen Gaming/Wii Wednesday (Aug 14).
- **Adult:** Summer Reading theme: “Groundbreaking Reads.” Knit 1, Crochet 2 meets 1st Monday of each month—***note change for summer months***; Spanish Conversation Group meets each Tuesday; Evening Book Group discusses personal groundbreaking reads (July 23); DAR Genealogy Workshop (Aug 3).

Other

- Quinn grant update.
 - Strategic plan progress.
 - Friends of the Library to meet Wednesday, July 24th @ 7pm.
 - I’ll be away on vacation the week of August 4th.
- We discussed the Library Page position. This is the only job at the library that is a Grade 1 position. We voted that the pay rate should be \$8.25/hour and approved the job description that Michelle presented to us. (Chris made the first motion, Kim made the second motion and we all approved).
 - Fountain update: LChip just announced a new round of grants, but we fear we won’t be ready in time, as the paperwork is hefty. We discussed again trying for local grants first (Keyes, Rotary, Kaley, etc.). Michelle will draft and send out a letter to these organizations. We will write in the letter that we need \$46,000 to fix the fountain.

The CIP meeting will be Wednesday, July 24th at 6:30 p.m.

Treasurer’s Report – Deb presented her report.

The property adjacent to the library went up for auction with no results. It should be listed for sale and appear on the MLS website soon.

Strategic Plan: We planned a Trustee work session on August 21st at 6:30 to talk about the action items.

RFP for architect: We went over the RFP that Chris drafted with recommendations from Mark Fougere. We made a few changes. Chris will re-work it and send out the final draft.

The meeting ended at 9:10 p.m. Our next meeting will be held on 8/20/13 at 7:00 p.m.

Respectfully submitted,

Jennifer Hansen, Secretary