

Wadleigh Memorial Library  
Trustee Meeting Minutes  
August 20, 2013

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

The meeting was called to order at 7:00 p.m.

The July meeting minutes were accepted (Chris made the first motion, Kim made the second, and everyone voted in favor).

Michelle presented her Director's Report (see below):

**Director's Report**

**Stats: Circulation**

<b>Circ through JULY</b>	<b>2012</b>	<b>2013</b>	<b>% Change</b>
General Circ	144,534	141,879	1.8 % decrease
Downloadable audiobks	1491	1475	1.1 % decrease
Downloadable ebooks	1661	2700	62.6 % increase
<b>Total Circ</b>	<b>147,686</b>	<b>146,054</b>	<b>1.1 % decrease</b>

**Stats: People Counter**

<b>People Counter</b>	<b>2012</b>	<b>2013</b>	<b>% Change</b>
<b>Through JULY</b>	<b>86,610</b>	<b>83,970</b>	<b>3 % decrease</b>

**Stats: Public PCs**

<b>Through JULY</b>	<b>2012</b>	<b>2013</b>	<b>% Change</b>
Wireless	1586	606*	*no stats Jan-May
Public PCs	11,781	9898	<b>17.7% decrease</b>
<b>Total through JULY</b>	<b>13,367</b>	<b>10,504</b>	

**Personnel**

- Staff meeting scheduled for September 5<sup>th</sup>.
- Need to formally approve hiring Library Pages Marcia Nelson, Shannon Drew, Erin Giles and Maria Romanenko at \$8.25/hour (\$9.08 SUN).
- Library Page Michelle Sprague has already left; Kylie Hargrove and Ceilidh McKillop will be leaving in the next week.

**Facilities/Collections:**

- New book drop has been re-installed in addition to concrete poles on either side of it to prevent future denting.
- Fountain: appeal letter sent to Rotary, Lions, Odd Fellows, and the Marchesi, Keyes and Kaley Funds.
- Have met with one architect and scheduled to meet with another this week in re recent RFP.

- Strategic planning: met with Dept Heads twice to discuss Action Items for set goals. Excellent discussions so far. Meetings will continue until completed.

#### Systems:

- Status quo: There are still two staff PCs that need to be switched out – the Reference pc and one in Tech Services.
- Status quo: 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. We had one program so far—a fairly popular QR Code Scavenger Hunt. Patrons checked out an iPad and staff had placed QR codes around the library to be scanned, etc.
- Phone system: we're continuing to have town network-wide issues with the phone system regarding voicemail.

**Programs:** Check the calendar for last minute changes or additions. Summer Reading has concluded. A sample of what's coming:

- **Children's:** Regular storytimes begin again the week of September 16. PAWS to Read resumes Sept 14.
- **YA:** Anime Club Summer Party (Aug 27); Dr. Who Fan Club (Sept 3); Chicks with Sticks Book Club reads Turner's *The Thief* (Sept 5); Teen Gaming/Wii Wednesday (Sept 11); Pizza & Pages Book Club reads Khoury's *Origin* (Sept 19).
- **Adult:** Knit 1, Crochet 2 meets 1<sup>st</sup> Monday of each month; Spanish Conversation Group meets each Tuesday; The Real Dirt: Toward Food Sufficiency and Farm Sustainability in New England (Aug 21); Evening Book Group discusses Robertson's *The Orchard* (Aug 27).

#### Other

- 2014 Budget process has begun
- **Strategic plan progress. Trustee work session Wednesday, August 21<sup>st</sup> @ 6:30pm.**
- Friends of the Library to meet Wednesday, August 21<sup>st</sup> @ 7pm @ the Kallfelz residence.
- NHLTA Library Trustee Orientation Workshops.
- NELA.
- Re Annex: when it comes time to demolish the structure, the Fire Dept has requested using it for a controlled burn/training exercise. Would reduce demo costs.

Chris made a motion to hire new pages, Mike made the second motion, and everyone voted in favor.

Michelle informed us that the letter regarding raising money to fix the fountain has gone out to area service clubs, with no response as of yet. We discussed putting the money to fix the fountain in our budget, and Kevin Federico suggested that we do this.

Deb presented her Treasurer's Report.

Library Expansion updates:

- 1) We had the site visit by architects that responded to the RFP. We have had one meeting with a firm and have several more that are interested.
- 2) Space needs: a few of the firms have asked for the most recent space needs study, which was done in 2007. We discussed doing a new one, but Mike expressed that he thought it was not necessary. Michelle will contact the Goffstown library director to see if they did an updated space plan for their pending building project. We also discussed writing our own addendum to the current space needs study we have on hand.
- 3) All went well at the most recent CIP meeting.

We voted to go into Closed Session at 8:02 p.m. (Jen made the first motion, and Deb made the second. All voted in favor).

We came out of Closed Session at 8:45 p.m. and adjourned the meeting.

Next meeting to be held on September 17, 2013 at 7:00 p.m.

Respectfully submitted,  
Jennifer Hansen  
Secretary