

**Wadleigh Memorial Library
Trustee Meeting Minutes
September 17, 2013**

Present: Jen Hansen, Kim Paul, Michelle Sampson, Mike Tule, Wayne Hardy

The meeting was called to order at 7:04 p.m.

Mike made a motion to accept the minutes from our August meeting, Wayne made second motion, and all voted in favor.

In Deb's absence, Kim presented the Treasurer's Report.

Joel Trafford joined us to discuss which architecture firm we should hire for our building project. We discussed the pros and cons of each presentation/interview we attended. The two final firms were SMP out of Concord and Lavallee Brensinger out of Manchester. After discussion, Jen made a motion that we hire Lavallee Brensinger. Wayne made second motion, and all voted in favor. Absent Trustees from this meeting (Sarah, Chris, and Deb) voted via email.

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

Director's Report

Stats: Circulation

Circ through AUG	2012	2013	% Change
General Circ	166,419	163,050	2.0 % decrease
Downloadable audiobks	1673	1706	2.0 % increase
Downloadable ebooks	1954	3202	63.9 % increase
Total Circ	170,046	167,958	1.2 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through AUG	98,870	95,504	3.4 % decrease

Stats: Public PCs

Through AUG	2012	2013	% Change
Wireless	1923	990*	*no stats Jan-May
Public PCs	13,334	11,392	14.6% decrease
Total through AUG	15,257	12,382	

Personnel

- Next staff meeting: early October 3.
- "Miss Mary" Girard gave her 2 weeks' notice shortly after our last trustee meeting; her position has been posted (it closes on 9/20) and we've received approximately a dozen applications so far.
- Kim Gabert, Katie Spofford & Letty Goerner will all be attending NELA in Portland, ME in mid-October.

Facilities/Collections:

- Fountain: appeal letter generated \$200 from the Odd Fellows. Kaley's funds are already mostly spent for this calendar year; Milford Rotary Club tabled the discussion (consensus was that a town monument/property should be the financial responsibility of the town). No response of yet from Lions, Marcesi or Keyes. The Town Administrator encouraged us to include the cost of the restoration in our 2014 budget (which I did).
- Supplemental van service: vendor is trying to break the contract in place through June 2014 (please see attached memo and GMILCS' response on its reverse). To be discussed at Thursday's GMILCS meeting. Unsure if this will affect our budget going forward or not.
- Strategic planning: met with Dept Heads once more and got through most of the remaining action items.

Systems:

- Status quo: There are still two staff PCs that need to be switched out – the Reference pc and one in Tech Services. These are the last two pcs purchased from last year that await installation. Microtime began work on the Tech Services pc last week and will continue this week.
- Status quo: Phone system: we're continuing to have town network-wide issues with the phone system regarding voicemail.
- We still have funds left to expend in the computer/peripheral line items. Our current pcs are working well (once we get the two old staff pcs switched out). In re those line items: We've had ongoing issues with our wireless network which needs to be upgraded so that we can accurately gather usage statistics as well as resolve ongoing printing problems. We also need to purchase a new server. Our current 'server' is a PC running Windows XP, Version 2002, SP3 (no support for XP after April 8, 2014). We need the guidance of the town's IT Director for these purchases and their installation. We also need to replace our 5 public laptops; they were purchased as refurbished units 5 years ago.

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

- **Children's:** Regular storytimes began again this week. Lego Party (Sept 19); Art Afternoon (Sept 27); Grades 2-5 Book Group (Oct 7).
- **YA:** Pizza & Pages Book Club reads Khoury's *Origin* (Sept 19); Dr. Who Fan Club (Oct 1); Crafty Teen Book Club reads Cullens' *I am Rembrandt's Daughter* (Oct 3); Anime Club (Oct 8); Teen Gaming/Wii Wednesday (Oct 9).
- **Adult:** Knit 1, Crochet 2 meets 1st Monday of each month; Spanish Conversation Group meets each Tuesday; Hiking the Appalachian Trail (Sept 18); Evening Book Group discusses Glass's *The Widower's Tale* (Sept 24); Your Organized Life Starts Here (Oct 2); The Founding Fathers—What Were They Thinking (Oct 8); Morning Book Group reads Haigh's *Faith* (Oct 10).

Other

- Friends of the Library to meet Wednesday, September 25th @ 7pm @ the Kallfelz residence.
- WML Development Fund to meet Tuesday, October 1st @ 7pm (NH Room).
- Milford Area Seniors
- 2nd public hearing for 29 Nashua property: Monday, September 23rd @ 7pm.
 - BOS to vote at 5th Monday forum: Monday, September 30th @ 7pm.

Update on purchase of 29 Nashua Street: We are currently under contract. Our offer has been accepted. We discussed whether or not we want to do a home inspection on the property, because we are not planning to occupy the building. Mike volunteered to discuss this with Guy. There is an upcoming second public hearing on this property purchase.

Our next meeting will be held on Tuesday, October 15th at 7:00 p.m.

Respectfully submitted,
Jennifer Hansen
Secretary