

Wadleigh Memorial Library
Trustee Meeting Minutes
November 19, 2013

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

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

Chris moved to accept the minutes from our October meeting. Sarah made second motion, and everyone voted in favor.

Kim presented the Treasurer's Report in Deb's absence.

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

Director's Report

Stats: Circulation

Circ through OCT	2012	2013	% Change
General Circ	205,748	201,020	2.3 % decrease
Downloadable audiobks	2021	2108	4.3 % increase
Downloadable ebooks	2397	4129	72.3 % increase
Total Circ	210,166	207,257	1.4 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through OCT	122,282	117,619	3.8 % decrease

Stats: Public PCs

Through OCT	2012	2013	% Change
Wireless	2613	1584*	*no stats Jan-May
Public PCs	16,309	13,987	14.2% decrease
Total through OCT	18,922	15,571	

Personnel

- Next staff meeting: rescheduled to December 12 (from November 21).
- Annual staff holiday gifts.

Facilities/Collections:

- Fountain: Status quo. Awaiting presentation (we've not been scheduled yet) to Budget Advisory Committee and subsequent recommendations.
- Handicapped parking: shortly after our last Trustee meeting, J. Trafford repainted the handicapped spot and loading zone areas to more clearly delineate it as one actual parking spot.
- DPW fixed (dug up and filled in) the grate at the bottom of the driveway.
- 2014 budget.

Systems:

- The Reference Desk PC has been replaced with a new Windows 7 PC.
- Joel's old laptop has been replaced with a Staff PC hand-me-down that we had upgraded to Windows 7.
- Public Scan-to-eMail & Scan-to-Folder capability has been added to new(er) public copier.
- B. Dickerson (Town IT Manager) will have quotes this week so that we can order...
 - A Library Server
 - Wireless Access Point system for the Library that allows for logging/tracking users
 - (And possibly--depending on cost of above)...
 - Paging system
 - Replacement laptop(s)
- GFI Languard (Public PC updating software) has been updated and licensed for 2014
- Children's PC (new Dell Optiplex 3010) went down (again). Last time was Power Supply, this time a bad motherboard. B. Dickerson had them send a new one (it's still under warranty) and replaced it. It is working fine again.
- 6 staff PCs still running WinXP which need to be upgraded to Win7 OS by April – we don't need new machines, just new OS (2 in Tech Svcs; 2 in Circ; ILL office; Children's office).

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

- **Children's:** Regular storytimes scheduled. Lego Party (Nov 21); Art Afternoon (Nov 22); Make & Take Holiday Crafts (Nov 23); Grades 2-3 Book Group (Dec 2); Wadleigh Writer Wednesdays, Grades 4-6 (Dec 11); Mad Science (Dec 13); Paws to Read (Dec 14); Grades 4 & 5 Book Club (Dec 16)
- **YA:** Pizza & Pages Book Club reads Fry's *Losing It* (Nov 21); Dr. Who Fan Club (Dec 3); Anime Club (Dec 10); Teen Gaming/Wii Wednesday (Dec 11);
- **Adult:** Knit 1, Crochet 2 meets 1st Monday of each month; Spanish Conversation Group meets each Tuesday; Evening Book Group discusses Albright's *Prague Winter* (Nov 26); Find your way around the healthcare law (Dec 10);
 - **Social networking/LinkedIn/Job hunting series:** Social Networking (Nov 22 & Dec 6 & 20); Tips & Tricks of LinkedIn (Nov 24 & Dec 30); Intro to LinkedIn (Dec 2); Managing your LinkedIn Profile (Dec 9); Your 30 Second Commercial (Nov 25 & Dec 13); Making Contact with LinkedIn (Dec 16).

Other

- Semi-annual report to the BOS: Monday, November 25th. Time TBD (between 5:30 & 6:30pm)
- Trustee Work Session: Tuesday, November 26th @ 9am.
- Jaiden's Angel Foundation to donate Boston Children's Museum pass; raffle tickets (\$5) to help offset the cost. First prize is an ipad mini. Winner to be drawn on Dec 7.
- Wreaths Around the Wadleigh: **Wreath drop offs Dec 4-6**; Silent Auction begins Dec 7 and ends Dec 14.
- Town Holiday Luncheon: Wednesday, December 18th noon-2pm. **Please RSVP to me by 12/6.**
- Upcoming holiday closings:
 - Wed., Nov. 27: closing at 5pm
 - Closed Thur. & Fri. Nov 28 & 29
 - Tue., Dec 24: closing at 3pm
 - Closed Wed., Dec 25
 - Tue., Dec 31: closing at 3pm
 - Closed Wed., Jan 1.

We all agreed on the purchase of Toadstool gift cards as holiday presents for the staff this year.
We went over the library's preliminary budget for next year.

Update on 29 Nashua Street: We now own this property, and we have keys. The locks need to be changed. We discussed whether or not we need insurance, or if this falls under the town umbrella. Michelle will look into this.

Our meeting was adjourned at 8:24 p.m. The next meeting will be held on December 17, 2013 at 7:00 p.m.

Respectfully submitted,
Jennifer Hansen
Secretary