

Wadleigh Memorial Library
Trustee Meeting Minutes
1/21/14

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

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

It was moved by Chris to accept the minutes from the November 2013 meeting (Sarah made second motion). All voted in favor.

Michelle presented her Director's Reports from both December 2013 and January, as we did not have a meeting in December 2013 due to bad weather. See below:

DIRECTOR'S REPORT
FOR TRUSTEE'S MEETING: DECEMBER 17TH 2013

Director's Report

Stats: Circulation

Circ through NOV	2012	2013	% Change
General Circ	224,527	219,081	2.4 % decrease
Downloadable audiobks	2163	2318	7.2 % increase
Downloadable ebooks	2605	4528	73.8 % increase
Total Circ	229,295	225,927	1.5 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through NOV	133,895	127,422	4.8 % decrease

Stats: Public PCs

Through NOV	2012	2013	% Change
Wireless	2997	1779*	*no stats Jan-May
Public PCs	17,663	15,146	14.2% decrease
Total through NOV	20,660	16,925	

Personnel

- Staff meeting held December 12.
- Staff in-service day vs. ongoing professional development at regular staff meetings.

Facilities/Collections:

- 2014 schedule (please review Oct 2013 meeting minutes in re Pumpkin Festival / Columbus Day weekends...they're posted on the Trustee portion of the website if you don't have the hard copies).
- 2014 budget. From a bottom line perspective, our only increase is the cost of the fountain repair (reminder that wages come under Finance Department's budget). We're scheduled to present our budget to the BAC on Wednesday, January 8th @ 6pm in the Police Dept's Training Room.
- Fountain: (Notes from last week's Dept. Head meeting/email to Trustees).
- Space in YA Area. We're beyond capacity—even with constant, liberal weeding of the collection (based on a 2 year circulation schedule). Facilities Manager J. Trafford added 2 additional shelves across from the circulation desk, on top of the shelves already housing YA overflow. We're also relocating two of the four pcs to free up the wall space in the back corners of the room.
- J. Trafford dismantled the exterior fence surrounding the front of 29 Nashua Street property.
- Handicapped parking. Resident suggested adding additional space next to current handicapped parking space; asked if a warrant article could be placed on the upcoming 2014 warrant. Deadline for submitting warrant articles is January 14.

Systems:

- B. Dickerson (Town IT Manager) researched and received a quote for a new library server which will be ordered by year's end.
- Still researching the best wireless solution that will include the analytics we need. Plans to purchase and install in early 2014.
- He would like to upgrade our network early next year as part of the server upgrade. He needs to make sure that both the staff and public networks are operating at gigabit network speed.
- Plans to purchase replacement public laptops in early 2014.
- 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 (Dec 19); Make & Take Holiday Crafts (Dec 21); Grades 2 & 3 Book Club (Jan 6); Wadleigh Writer Wednesdays, Grades 4-6 (Jan 8); Paws to Read (Jan 11); Grades 4 & 5 Book Club (Jan 14).
- **YA:** Pizza & Pages Book Club reads Card's *Ender's Game* (Dec 19); Dr. Who Fan Club (Jan 7).
- **Adult:** Knit 1, Crochet 2 meets 1st Monday of each month; Spanish Conversation Group meets each Tuesday; Morning Book Group discusses Simon's *Baby, We Were meant for Each Other: In Praise of Adoption* (Jan 9); NH Songs and Stories (Jan 14); Acoustic Café: Mottau, Drew & Clark (Jan 18).
 - **Social networking/LinkedIn/Job hunting series (ongoing through end of Nov/Dec):** Social Networking (Dec 20); Tips & Tricks of LinkedIn (Dec 30).

Other

- Semi-annual report to the BOS on November 25th went very well. As always, you can view BOS meetings from www.milford.nh.gov (From the "Select Destination" drop down menu, pick "Streaming & On Demand Video.")
- Friends of the Library 3rd Annual Wreaths Around the Wadleigh
 - 43 wreaths; stories in *The Cabinet* and *Union Leader*.
- **Town Holiday Staff & Volunteer Appreciation Luncheon: Wednesday, December 18th noon-2pm.** Catered by Papa Joe's.
- Upcoming important dates and holiday closings:
 - Tue., Dec 24: Closing at noon (please note change, due to Town Hall closing)
 - Wed., Dec 25: Closed
 - Tue., Dec 31: Closing at 3pm
 - Wed., Jan 1: Closed
 - Tue., Jan 7: Library Development Fund meets @ 7pm, Conference Room

- **Wed., Jan 8: Budget Advisory Committee—Library presents @ 6pm, Training Rm, MPD.**
- **Thurs., Jan 9: Work session with Ron Lamarre @ 7pm, Keyes Room.**
- **Mon., Jan 13: Town Budget & Bond Hearing @ 6:30pm, BOS Room, Town Hall.**
- **Sat., Feb 1: Town Deliberative Session @ 9am, Town Hall Auditorium.**
 - **Snow date is Sat., Feb 8, same time & location.**

DIRECTOR'S REPORT
FOR TRUSTEE'S MEETING: JANUARY 21ST, 2014

Stats: Circulation

Circ through DEC	2012	2013	% Change
General Circ	241,181	236,084	2.1 % decrease
Downloadable audiobks	2333	2510	7.6 % increase
Downloadable ebooks	2815	4945	75.7 % increase
Total Circ	246,329	243,539	1.5 % decrease

Stats: People Counter

People Counter	2012	2013	% Change
Through DEC	143,643	136,431	5.0 % decrease

Stats: Public PCs

Through DEC	2012	2013	% Change
Wireless	3197	2209*	*no stats Jan-May
Public PCs	18,855	16,105	14.6% decrease
Total through DEC	22,052	18,314	

Personnel

- Next staff meeting: Thursday, January 30.

Facilities

- Fountain
- Handicapped parking
- Backflow prevention check valve in irrigation system failed Water Dept. test. J. Trafford contacting vendor to see if it's fixable or will need to be replaced.

Collections/Services:

- 2014 schedule (please review Oct 2013 meeting minutes in re Pumpkin Festival / Columbus Day weekends...they're posted on the Trustee portion of the website if you don't have the hard copies).
- 2014 budget.
- E-commerce coming soon!
- Community Profiles

Systems:

- Status quo on everything from last month:
 - B. Dickerson (Town IT Manager) researched and received a quote for a new library server which will be ordered by year's end.
 - Still researching the best wireless solution that will include the analytics we need. Plans to purchase and install in early 2014. Update: investigating CISCO options with former selectman Tim Finan.
 - He would like to upgrade our network early next year as part of the server upgrade. He needs to make sure that both the staff and public networks are operating at gigabit network speed.
 - Plans to purchase replacement public laptops in early 2014.
 - 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. Art Afternoon (Jan 24); Grades 2 & 3 Book Club (Feb 3); Paws to Read (Feb 8); Grades 4 & 5 Book Club (Feb 10); Wadleigh Writer Wednesdays, Grades 4-6 (Feb 12).
- **YA:** Dr. Who Fan Club (Feb 4); Teen Craft Thursdays (Feb 6); Anime Club (Feb 11); Teen Gaming/Wii Wednesday (Feb 12); Pizza & Pages Book Club reads Evans's *Michael Vey* (Feb 20).
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; Milford attorney D. Sienkiewicz presents "How to Avoid Probate" (Jan 22); Evening Book Group discusses Stedman's, *The Light Between Oceans* (Jan 28); Financial Advisor Kim Ponders presents "Outlook, Obstacles & Opportunities in Investment Planning (Feb 11); Morning Book Group reads Greer's "The Impossible Lives of Greta Wells (Feb 13); Acoustic Café: Sylvan Roots (Feb 15).
 - **Social networking/LinkedIn/Job hunting series (ongoing):** Facebook at a Glance (Jan 22); Intro to Social Networking (Jan 24 & 30); Intro to LinkedIn (Jan 28); NH Employment Website (Jan 29).
 - **ACA/Healthcare Application Assistance: Fridays in Feb & March.**
 - **AARP Tax Assistance: Tue/Thur, Feb 4 – Apr 17.**

Other

- Donation to CASA re PAWS to Read volunteers.
- Friends of the Library to meet Wed., January 22 @ 7pm, Kallfelz residence.
- **Trustee meeting with Ron Lamarre: Thurs., January 23 @ 7pm, AV Room.**
- Library Development Fund to meet Tue., January 28 @ 7pm, NH Room.
- **Sat., Feb 1: Town Deliberative Session @ 9am, Town Hall Auditorium.**
 - **Snow date is Sat., Feb 8, same time & location.**

We went over the calendar for 2014 – focusing on the library's hours of operation over the Columbus Day weekend. We debated the pros and cons of staying open during the Milford Pumpkin Festival, and decided that we will keep the library hours over Columbus Day weekend the same as last year. Jen made a motion to accept the 2014 calendar. Sarah made second motion and all voted in favor.

Treasurer's Report – Deb presented her report.

E Commerce – Michelle talked to us about this service coming to the library via GMILCS. It would allow patrons to pay fines and other library dues using a debit or credit card.

Building Update – we discussed meeting with Ron Lamarre on the first and third Tuesdays of the month (one of those meetings being during the first hour of our regularly scheduled Trustee meeting).

At 8:31 p.m., we voted to go into Closed Session (Kim made first motion, Jen made second motion and all voted in favor). This is per RSA 91-A:3 (personnel).

We came out of Closed Session at 9:32 p.m. after having voted to keep the Closed Session minutes sealed (Chris made first motion, Kim made second motion, and all voted in favor).

Our next meeting will be held on February 18, 2014 at 7:00 p.m.

Respectfully submitted,
Jennifer Hansen, Secretary