

**Wadleigh Memorial Library**

**Trustee Meeting Minutes**

**February 25, 2014**

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

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

We spent the first hour of our meeting with Ron Lamarre of Lavallee/Brensinger, as he was giving us an update on our building project.

Chris made a first motion to accept the amended January minutes. Sarah made the second motion and all voted in favor.

Deb presented her Treasurer's Report.

Director's Report: Michelle presented her report. See below:

**DIRECTOR'S REPORT**

**FOR TRUSTEE'S MEETING: FEBRUARY 18<sup>TH</sup>, 2014**

**Stats: Circulation**

<b>Circ through JAN</b>	<b>2013</b>	<b>2014</b>	<b>% Change</b>
General Circ	19,144	17,707	7.5 % decrease
Downloadable audiobooks	185	243	31.4 % increase
Downloadable ebooks	312	504	61.5 % increase
<b>Total Circ</b>	<b>19,641</b>	<b>18,454</b>	<b>6.0 % decrease</b>

**Stats: People Counter**

<b>People Counter</b>	<b>2013</b>	<b>2014</b>	<b>% Change</b>
<b>Through JAN</b>	<b>11,579</b>	<b>9,801</b>	<b>15.0 % decrease</b>

**Stats: Public PCs**

<b>Through JAN</b>	<b>2013</b>	<b>2014</b>	<b>% Change</b>
Wireless	200	204	<b>2% increase</b>
Public PCs	1388	1131	<b>18.5% decrease</b>
<b>Total through JAN</b>	<b>1588</b>	<b>1,335</b>	<b>15.9% decrease</b>

**Personnel**

- Staff meeting held Jan 30 - staff development webinar. Next staff meeting TBD (Mar 13?).
- Staff evaluations due Friday, Feb. 21<sup>st</sup>.

**Facilities**

- Backflow prevention check valve in irrigation system failed Water Dept. test. Had to be replaced.
- Dept of Labor facility inspections scheduled in March.
- Public restrooms.

**Systems:**

- Town IT Director Bruce Dickerson received a good quote from GovConnection for a Lenovo RD630 server. It is \$3,851.80 for a Lenovo RD630 server. It is a good deal and has plenty of expansion capability for the future.
- He continues to work on a wireless solution. He's purchased 4 SonicWall, SonicPoint access points for use at Town Hall. They are centrally controlled by the SonicWall firewall and integrate easily into my environment. As of 2/14/2013, he had two of them set up and functioning together and is hopeful they will have the reporting analytics the Library needs.
- He's working on the network design for upgrading the Library network to Gigabit Ethernet. This includes the connection from the Library to Town Hall through the fiber connection.
- Status quo:
  - We need to purchase replacement public laptops.
  - 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 on hiatus during School Vacation Week. Lego Party (Feb 20); Mad Science (Feb 21); Fairy Tea Party (Feb 24); Crafts & Board Games (Feb 25); PJ

Storytime (Feb 26); Story Dance (Feb 27); Minute to Win It (Feb 28); Grades 2 & 3 Book Club (Mar 3); Paws to Read (Mar 8); Wadleigh Writer Wednesdays, Grades 4-6 (Mar 12).

- **YA:** Pizza & Pages Book Club reads Evans's *Michael Vey* (Feb 20); Dr. Who Fan Club (Mar 4); Teen Craft Thursdays (Mar 6); Anime Club (Mar 11); Teen Gaming/Wii Wednesday (Mar 12).
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; Solar Energy 101 (Feb 19); Morning Book Group reads Greer's "The Impossible Lives of Greta Wells (Feb 20); Evening Book Group discusses Verghese's *Cutting for Stone* (Feb 25); What's My Teen Reading? (Feb 27); Community Supported Agriculture (Mar 11).
  - Social networking series.
    - Intro to LinkedIn (Feb 25, Mar 4, 18)
    - Intro to Social Networking (Feb 26, Mar 5, 12)
    - NH Employment Website (Feb 28)
  - **ACA/Healthcare Application Assistance: Fridays in Feb & March.**
  - **AARP Tax Assistance: Tue/Thur, Feb 4 – Apr 17.**

## Other

- Strategic Plan! Feedback needed.
- E-commerce update.
- No Friends of the Library meeting this month.
- 501c3 status re Development Fund & Friends.
- Annual Statistical Report for NHSL due Mar 28.

The Department of Labor will be coming to visit the library on March 25<sup>th</sup>. Michelle gave us an update on the e commerce project via GMILCS. The Wadleigh will not be a part of the initial wave of libraries to start this.

At 8:47 p.m. we voted to go into Closed Session per RSA 91-A:3 (personnel). Jen made the first motion and Kim made the second motion. All voted in favor.

At 9:13 p.m., Chris made first motion to come out of Closed Session per RSA 91-A:3 (personnel). Deb made second motion and all voted in favor. Kim made first motion to seal the Closed Session minutes, Wayne made second motion and we all voted in favor.

Our next meeting will be held on Tuesday, March 18, 2014.

Respectfully submitted,

Jennifer Hansen

Secretary