

**Wadleigh Memorial Library  
Board of Trustees  
Meeting Minutes  
March 18, 2014**

**Present:** Kim Paul Chair; Deb Faucher, Treasurer; Chris Costantino, Wayne Hardy, Sarah Sandhage, Mike Tule. Jen Hansen, excused. Michelle Sampson, Director

**Guest:** Ron Lamarre, Architect for Lavallee Brensinger

**Library Ren-expansion Update:**

- Ron presented the latest rendering of the exterior of the building incorporating the requests from the trustees at the last meeting. There are more tweaks as a result of tonight's discussion.
  - Some of the trustees weren't too happy with the large circular window on the street side of the building. Ron will work on softening that or adding more circles along the trim between the bottom and top windows.
  - The next rendering will include more of the street context
- Ron will get numbers to show that the rebuild of the 1950's portion of the building is the best option. He is going to talk to some Construction Managers for costs that we can start bringing to the public.
- We will need to get an asbestos and other hazardous materials assessment done on the building. That will help justify some of the expense of the project.
- We will need to have soil borings done in the front lawn to check for ledge.
- Next meeting is April 15 with Ron. We will not be meeting on the first Tuesday of April. He will send copies via email for us to look at.

**Election of Officers:**

- **Chair:** On a motion by Chris, seconded by Sarah, with unanimous approval, Kim will be the chair for another year
- **Secretary:** On a motion by Kim, seconded by Chris, with unanimous approval, Jen will continue as Secretary.
- **Treasurer:** On a motion by Wayne, seconded by Mike, with unanimous approval, Deb will continue as Treasurer. Thanks to all three for their continued efforts on behalf of the Board of Trustees.

**Minutes** of February Meeting: On a motion by Chris, seconded by Wayne, with unanimous approval, the minutes from the Feb meeting were accepted.

**Treasurer's Report** – Deb presented. Accepted as presented.

---

**Director's Report**

**Stats:** Circ

<b>Circ through FEB</b>	<b>2013</b>	<b>2014</b>	<b>% Change</b>
General Circ	38,547	35,335	8.3 % decrease
Downloadable audiobooks	345	454	31.6 % increase
Downloadable ebooks	633	985	55.6 % increase
<b>Total Circ</b>	<b>39,525</b>	<b>36,774</b>	<b>7.0 % decrease</b>

## Visits

People Counter	2013	2014	% Change
Through FEB	23,193	19,142	17.5% decrease

## Public PCs

Through FEB	2013	2014	% Change
Wireless			
Public PCs	2557	2119	17.1% decrease
<b>Total through FEB</b>			

## Personnel

- Regina Short, PT in Technical Services Dept., to retire the end of May.
- Staff meeting rescheduled for March 20.
- Staff evaluations: awaiting their return from Town HR Dept. so meetings can begin.
- PLA Virtual Conference (Hooksett); 3 staff "attended."

## Facilities

- Dept of Labor facility inspections scheduled week of March 24.
- Update: Issue in re locking public restrooms.

## Systems:

- The new server has been delivered. Town IT Director B. Dickerson is working on it now, installing disks; memory & loading the Windows Server 2008 operating system.
- Next steps: creating a new Library windows domain and setting it up with users & passwords; then contacting Envisionware for help with installing & migrating their software over.
- Bruce spent about 2 days setting up a better system for updating the public PC's (Child/Teen/Ref) using automatic scheduling.
- The wireless has taken a backseat during the above. Bruce will be working on that in the next week.
- Status quo:
  - The library needs to purchase replacement public laptops.
  - 6 staff PCs still running WinXP which need to be upgraded to Win7 OS by April – There is no 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 for all age groups. Lego Party (Mar 20); Art Afternoon (Mar 21); Grades 4 & 5 Book Group (Mar 24); Grades 2 & 3 Book Club (Apr 7); Wadleigh Writer Wednesdays (Apr 9); Paws to Read (Apr 12).
- **YA:** Pizza & Pages Book Club reads Dashner's *Maze Runner* (Mar 20); Dr. Who Fan Club (Apr 1); Teen Craft Thursdays (Apr 3); Anime Club (Apr 8); Teen Gaming/Wii Wednesday (Apr 9)
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; Wildlife Species and their Habitats in Milford (Mar 19); Morning Book Group reads Boo's *Behind the Beautiful Forevers* (Apr 10); Evening Book Group discusses Harding's *Tinkers* (Mar 25); Questions about When to Take Social Security (Mar 26 & 31); Treasure from the Isle of Shoals-NHHC program (Apr 8)

- Social networking series.
  - Intro to LinkedIn (Mar 25)
  - Intro to Social Networking (Mar 19, 26)
- **ACA/Healthcare Application Assistance: Fridays in March.**
- **AARP Tax Assistance: Tue/Thur, through Apr 17.**

**Other**

- Friends of the Library to meet March 26.
- 501c3 status re Development Fund & Friends: status quo.
- Annual Statistical Report for NHSL due Mar 28.
- NHLTA Conference Registrations: please (1) let Michelle know if you plan on going and if you are, (2) please get your registration form in asap so Michelle can send them all together with one check. Conference date is May 19<sup>th</sup>; location is Concord's Grappone Center.
- Nearly 100 attendees for the March Acoustic Café! Guest appearance: Art Bryan.

---

**Strategic Plan:** every one send in your comments to Michelle otherwise we have to talk about it at the next meeting. By next week, or else.....

Next Meeting April 15. Chris brings pizza. Food at 6:30, meeting at 7

Meeting adjourned at 9:05.