

**Wadleigh Memorial Library
Trustee Meeting Minutes
April 15, 2014**

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

Kim called the meeting to order at 7:00 p.m.

We began with an update from Ron Lamarre on our building project. After his update, several questions were asked, and then Chris made a motion to accept "Option B" as we go forward with the project (our intent is to demolish and rebuild both the 1986 addition and the 1950's building). Jen made second motion, and all voted in favor.

Sarah made a motion to accept the minutes from the March meeting as presented. Kim made second motion, and all voted in favor.

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

Michelle presented her Director's Report. See below:

**DIRECTOR'S REPORT
FOR TRUSTEE'S MEETING: APRIL 15TH, 2014**

Stats: Circulation

Circ through MAR	2013	2014	% Change
General Circ	58,583	56,045	4.3 % decrease
Downloadable audiobooks	553	729	31.8 % increase
Downloadable ebooks	1016	1516	49.2 % increase
Total Circ	60,152	58,290	3.1 % decrease

Stats: People Counter

People Counter	2013	2014	% Change
Through MAR	35,688	30,621	14.2 % decrease

Stats: Public PCs

Through MAR	2013	2014	% Change
Wireless	-		
Public PCs	4042	3378	16.4 % decrease
Total through MAR	4042	3378	16.4 % decrease

Personnel

- Upcoming staff meetings scheduled for April 24 & May 8 (Primex training).
- Evaluations completed and all meetings held to go over evals with individual staffers.
- Kim Gabert, Mary Ann Shea & Tiger Lamy all attended a recent READS Roundtable on technology training.

- Diana LeBlanc attended the New England Technical Services Librarians' day-long mini-conference.
- Salary adjustments per Ruth Bolduc (HR).

Facilities

- Dept of Labor facility inspection update. (Inc info re Library Annex).
- Plumbing issues (public restroom; elevator shaft; boiler room).
- Saturday, July 5th 2014 – holiday? (Closed Sundays in the summer and there's precedence).
- Building project
 - Talking points
 - Town hall reno project
 - Permatech property
 - Fundraising

Systems:

- New DVR for security cams.
- Have spent much of my time over the last month upgrading Windows XP machines. It has been a much slower process than I'd hoped. Only three staff machines remain to be upgraded and those will be finished this week.
- Still working on the new server. The Windows XP upgrade push has limited work here.
- Wireless will be resolved this month.
- New public laptops will be ordered and "installed" this month.

Programs & Services:

- 3D printer / Development Fund.

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

- **Children's:** Regular storytimes for all age groups (except during school vacation week of Apr 21): Lego Party (Apr 17); Mad Science (Apr 18); Spring Crafts (Apr 19); Chalk Art (Apr 21); Spanish Storytime (Apr 21); Book Bingo (Apr 22); Library Luau (Apr 23); Story Dance (Apr 24); Duct Tape Crafts (Apr 25); Paws to Read (May 10); Wadleigh Writer Wednesdays (May 14); Grades 2-5 Book Club Party (May 19).
- **YA:** Pizza & Pages Book Club reads Charbonneau's *The Testing* (Apr 17); TAG-Teen Advisory Group (May 1); Dr. Who Fan Club (May 6); Anime Club (May 13); Teen Gaming/Wii Wednesday (May 14).
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; Acoustic Café (Apr 19); Evening Book Group discusses Blum's *Those Who Save Us* (Apr 22); Meet the Author: *Flight of Remembrance: A World War II Memoir of Love and Survival* (Apr 29); Morning Book Group reads Shapiro's *The Art Forger* (May 8); *Vanished Veterans: New Hampshire's Civil War Monuments and Memorials* (May 13); Jigsaw Puzzle Exchange (May 15).
 - Social networking series.
 - Intro to Social Networking (Apr 16, 23, 30)
 - Intro to LinkedIn (Apr 22, 29)
 - **AARP Tax Assistance: Tue/Thur, through Apr 17.**
 - **AARP Low Income Property Tax Rebate Assistance: May 7**

Other

- Strategic Plan—formal vote to approve.
- Update on 501c3 status re Development Fund & Friends.
- NHLTA Conference: May 19 @ Concord's Grappone Center. (Clown car pics to follow).
- Terry Knowles/NH DOJ training for Library Trustees: June 4 @ Concord's Holiday Inn. Please let me know ASAP if you wish to register.
- Annual Statistical Report for NHSL submitted.
- No Friends meeting in April.

We went into closed session at 8:44 p.m. per RSA 91-A:3, 2A (Wayne made first motion, Chris made second motion, all voted in favor).

We came out of closed session at 8:58 p.m. (Wayne made first motion, Chris made second motion, all voted in favor).

We then discussed whether or not the library should be open on Saturday, July 5th, since the day prior is a holiday. Chris made the motion that the library be closed on July 5th, Jen made second motion, and all voted in favor.

We reviewed the final draft of the Strategic Plan. Jen made a motion to accept it, Sarah made second motion, and we all voted in favor.

We went into closed session again at 9:04 p.m. per RSA 91-A:3 2D (Jen made first motion, Kim made second motion, all voted in favor).

We came out of closed session at 9:11 p.m. after voting to keep the closed session minutes sealed (Kim made first motion, Chris made second motion, and all voted in favor).

Our meeting ended at 9:12 p.m.
Our next meeting is scheduled for May 20, 2014.

Respectfully submitted,

Jennifer Hansen
Secretary