

**Wadleigh Memorial Library
Trustee Meeting minutes
9/16/14**

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

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

Chris made a motion to accept the amended minutes from last month's meeting. Jen made second motion and all voted in favor.

We had a telephone conference call with Ron, our architect. We chatted about changes that needed to be made to our brochure/mailer, as well as best strategies for distribution of the piece. We decided to have an 11x17 piece that we can either mail or hand out at events. We will mail this in late January, once the article number and wording is established for our project. We also decided to make up a 3x5 card after the Deliberative Session (early February) that can be put out at the library and other places. This will also contain the article number and wording as well as information on how to register to vote, and how to vote by absentee ballot.

Treasurer's Report – Deb presented her report. There were no gifts to approve this month.

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

**DIRECTOR'S REPORT
FOR TRUSTEE'S MEETING:
SEPTEMBER 16th, 2014**

Stats: Circulation

Circ through AUG	2013	2014	% Change
General Circ	163,050	155,441	4.7 % decrease
Downloadable audiobooks	1706	2180	27.8 % increase
Downloadable ebooks	3202	4209	31.4 % increase
Total Circ	167,958	161,830	3.6 % decrease

Stats: People Counter

People Counter	2013	2014	% Change
Through AUG	95,504	85,141	10.9 % decrease

Stats: Public PCs

Through AUG	2013	2014	% Change
Wireless			
Public PCs	11,392	9952	12.6 % decrease
Total through AUG	11,392	9952	12.6 % decrease

Personnel

- Next staff meeting: September 25th.
- NHLA-READS: "Reference & Relevance in the 21st Century" – Sept 19 in Hooksett. S. Amann and K. Gabert to attend.
- NELA Conference: Oct 19-21. Nelib.org/nela2014 –K. Gabert & D. LeBlanc to attend for one day.
- S. Amann attended webinar on teaching tech to patrons (free).
- Proposal to close for ½ day staff training in early 2015: DISC Assessment.

Facilities

- Compressor/AC update
 - Compressor successfully replaced a second time after word from Carrier rep that the initial rebuilt compressor we received was not operating properly.
 - Two weeks ago, we developed several rather large leaks over the DVD section by Reference. Water was also seen pooling in a light fixture. J. Lawrence Hall responded quickly and it turned out to be another problem with the AC unit/register in the Keyes Meeting Room (directly above the Reference area). Also had to call twice in regards to temperature dropping in the afternoons.
- Annex: Welfare move out tentatively set for early November – leaves MIT.
- Building project: dates for open houses @ library; info tables at town events; brochures/mailers.

Systems: (Report from town IT Director, Bruce Dickerson)

- Wireless upgrade: emailed Euclid for more info on product and costs; awaiting response.
- Server migration: planned for tomorrow with assistance from Microtime. We will then start converting and migrating users and applications over the course of the next week or two. We will be doing this in phases and there should be little to no downtime. Backup software (Acronis) has been installed on the old server; full backup of the old system to be completed before the migration process starts.

Programs & Services:

- **Services:**
 - **Teen Tech Squad:** has moved to MONDAYS, 3-5pm. Bring in your gadgets & gizmos and we'll help you figure it out!
 - **3D printer:** open for business!
 - **E-books:**
 - GMILCS voted to move forward with adding Simon & Schuster titles to our 3M platform (the state had already done so for the Overdrive platform). Patrons will have the option to actually purchase a title; other publishers are likely to follow suit. Kindle ebooks already do this since patrons have to go to Amazon's site to "check out" a title.
 - Macmillan is now saying they will allow their ebook titles to be sold to public libraries...but with their own stipulations (each publisher is different...just to make it as confusing as humanly possible). Both the state and GMILCS will now need to decide whether or not they will abide by Macmillan's rules.
 - Following the lead of the other mega-publishers, their prices are much higher than those for individuals. Most Macmillan titles are \$60/copy (license) and they expire after either 52 checkouts or 2 years—whichever comes first.
- **Programs:**
 - **Children's:** Regular storytimes for all age groups. LEGO Party (Sept 18); Read to your Librarian (Sept 24); Art Afternoon (Sept 26); Grades 4 & 5 Book Group (Sept 29); Grades 2& 3 Book Group (Oct 6); Wadleigh Writer Wednesdays (Oct 8).
 - **YA:** Pizza & Pages Book Club reads Zevin's *Elsewhere* (Sept 18); Duct Tape Crafts (Sept 23); Doctor Who Fan Club (Oct 7); Teen Gaming/Wii Wednesday (Oct 8); Anime Club (Oct 14).
 - **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday; and Intro to Social Networking meets each Wednesday. Evening Book Group reads Strayed's *Wild* (Sept 23); Lawrence Lessig: We the People Can End the Corporate Corruption

of Congress (Sept. 24 @ Amato Center); Heroin High: Drug use & abuse in our community (Sept. 30); Morning Book Group reads Kochs' *The Dinner* (Oct 9).

- o **Special series:** National Endowment for the Humanities & NH Humanities Council grant funded program discussion series - *Making Sense of the American Civil War*: Oct 1, 8, 15 & 29. See calendar for details including reading list. In addition, screenings of films *Glory* & *Lincoln*.

Other

- Library Card/Circulation Policy revision.
- Amato Center.
- Update on 501c3 status re Development Fund & Friends.
- Friends of the Library meeting Wednesday, September 24.
- 2015 Budget process: status quo/no developments.
- I will be out of town Thursday, October 9 – Sunday, October 12 (U of Michigan v Penn State.....GO BLUE!).

We are doing a program at the Amato Center and there is a need to have certain types of cables and cords for our presenter to use the Amato Center's projection equipment. We voted to chip in \$250.00 for the purchase. Deb made first motion, and Jen made second motion. All voted in favor. Mike abstained from the vote.

Michelle asked about potentially closing the library for a half day so that all staff could take part in DISC training. We discussed this, and decided that Michelle should send only staff supervisors to this training.

Michelle presented us with a revised version of the Library Card and Circulation Policy. Mike made a motion to approve it. Jen made second motion and all voted in favor.

This meeting was adjourned at 8:45 p.m. Our next meeting will be held on October 21, 2014 at 7:00 p.m.

Respectfully submitted,
Jennifer Hansen
Secretary