

Wadleigh Memorial Library
Trustee Minutes – October 21, 2014

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

The meeting was called to order at 7:01 p.m.

Building update: We discussed the two upcoming Open Houses (10/26/14 and 11/16/14). Ron, our architect, will be here. We will have a slideshow running, along with pictures of the problem areas of the library. Joel will be on hand to conduct tours of the building and answer questions. Chris suggested going to the Board of Selectmen after our Open Houses to give them an update on our project. We will need to stress that the footprint of the plan can change and rooms can be moved around. We talked about getting the Friends group involved in a “get out the vote” effort.

Chris voted to accept the minutes from last month’s meeting. Sarah made second motion and we all voted in favor.

Deb presented her Treasurer’s Report. There were no gifts to approve this month.

Director’s Report: See below. We also discussed wage increases for several staff members. All three of them will go into effect in January of 2015.

DIRECTOR’S REPORT
FOR TRUSTEE’S MEETING:
OCTOBER 21ST, 2014

Stats: Circulation

Circ through SEPT	2013	2014	% Change
General Circ	181,351	173,806	4.2 % decrease
Downloadable audiobooks	1899	2497	31.5 % increase
Downloadable ebooks	3650	4760	30.4 % increase
Total Circ	186,900	181,063	3.1 % decrease

Stats: People Counter

People Counter	2013	2014	% Change
Through SEPT	106,064	95,800	9.7 % decrease

Stats: Public PCs

Through SEPT	2013	2014	% Change
Wireless			
Public PCs	12,660	11,471	9.4 % decrease
Total through SEPT	13,966	11,471	9.4 % decrease

Personnel

- Remaining wage adjustments.
- Next staff meeting: tentative date November 6.
- NELA Conference: Oct 19-21. Nelib.org/nela2014 –K. Gabert & D. LeBlanc to attend for one day.
- NHLA Annual Fall Conference: Nov 7. “Enhancing the Library Experience with Technology.” M. Shea and K. Gabert to attend.
- M. Shea attended webinar “You Can Do I.T. On Your Own” and S. Amann attended webinar “Beyond 3D Printers: Strategies for Makerspaces.”
- M. Sampson attended webinar for event at Amato Center: Crowd Manager Training.
- Holiday gifts.

Facilities

- Annex.
- New carpet squares installed in the Keyes Meeting Room and near a portion of the circ desk.
- Torrential rains of last Thursday led to flooding (gallons) in the book sale area and elevator room.
- Building project:
 - CIP
 - Dates for open houses @ library are Sundays, October 26 & November 16 from 3-5pm.
 - Pictures from “Behind the Scenes.”
 - PSA for public access channel.

Systems:

- Just as an FYI: for the past few years, G4 out of Manchester has been our Internet Service Provider—meaning they provide our staff internet access, email and host our website. They

were recently bought out by FirstLight. While FirstLight has promised to honor current pricing/contracts, etc., there is always the possibility that our rates may be increased.

(Report from town IT Director, Bruce Dickerson)

- Wireless upgrade: Bruce was able to procure a donation of several Cisco wireless access points that while used, are superior to the Netgear devices we are currently using. Better yet, the Cisco log files contained much more info than our Netgear files. Microtime replaced our devices on 10/7 and we're now logging wifi sign-ons to a Syslog application on our new server. Bruce will need to write a script to parse out the log files and tally up the individual user logins. He still has about 12 more of the Cisco access points which will enable us to add extra devices to Library problem areas as well as have spares on hand if one should go down.
- All machines have been transferred over to new server...with the exception of the one running Envisionware (time/print management). He needs to contact them with questions about how best to migrate.
- Phones were down on Saturday morning. Bruce rebooted something in town hall and that seemed to fix the problem. He is looking to replace the fiber switch between the library and town hall.

Programs & Services:

- **Services:**
 - **Teen Tech Squad:** MONDAYS, 3-5pm. Bring in your gadgets and we'll help you figure it out!
- **Programs:**
 - **Children's:** Regular storytimes for all age groups. Halloween Craft Day (Oct 25); Grades 2 & 3 Book Group (Nov 3); PAWS to Read (Nov 8); Wadleigh Writer Wednesdays (Nov 12); Art Afternoon (Nov 14); Read to your Librarian (Nov 16); Grades 4 & 5 Book Group (Nov 17).
 - **YA:** Teen Craft (Oct 28); Doctor Who Fan Club (Nov 4); Teen Advisory Group (Nov 6); Teen Gaming/Wii Wednesday (Nov 12); Anime Club (Nov 18); Pizza & Pages Book Club reads Philbrick's *Freak the Mighty* (Nov 20).
 - **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 Kidd's *Invention of Wings* (Oct 28); Morning Book Group (Nov 13); Acoustic Café: Sylvan Roots (Nov 15)
 - **Special series:** National Endowment for the Humanities & NH Humanities Council grant funded program discussion series continues - *Making Sense of the American Civil War*: Oct 22 & 29.

Other

- 2015 Budget process: status quo/no developments. Department heads have been informed that cuts will be made but to date, the library has not been asked to cut our budget.
- Departmental updates to BOS are on hold for the time being.
- Christmas holiday: currently we are scheduled to close on Wednesday, December 24th at 3pm. The BOS decided at their recent meeting to close town hall at noon and an email was

sent out to dept heads this morning. Staff will have to use personal or vacation time. If we follow suit (which we have on similar occasions in the past), it will require a vote.

- Souhegan Valley Expo: we had a *lot* of interest in the 3D printer as well as the building project. There were more than a few people who didn't realize it was the library's booth—they were just drawn to the printer—and then were more than surprised to find out it's at the library.
- Show and Tell @ Milford Rotary Club: Mary Ann Shea and I took our 3D printer to a recent Rotary Club meeting and did a brief demonstration and presentation. As with the Expo, for most people, it was the first time they had seen one and people were impressed the local library was able to offer it as a service.
- Update on 501c3 status re Development Fund & Friends: Development Fund's issue has been resolved. Friends' issue still outstanding.
- **DATES TO REMEMBER:**
 - **WED., OCTOBER 22 @ 6:30PM: Friends of the Library meeting - building project presentation w/architect.**
 - **SUN., OCTOBER 26 @ 3-5PM: OPEN HOUSE @ the library.**
 - **SUN., NOVEMBER 16 @ 3-5PM: OPEN HOUSE @ the library.**
- I will be out of town Friday, October 24 through Tuesday, October 28.

Holiday Gifts: We'll purchase our traditional staff holiday gifts from a local business(es) in the amount of \$50. Chris voted for this. Jen made second motion and all voted in favor.

Holiday hours: In conjunction with Town Hall, the library will close at noon on 12/24/14. Sarah voted for this. Kim made second motion and all voted in favor.

Annex update: We decided that we do not want to be a landlord to any tenants over there, nor do we want to spend time/money on upkeep of the Annex. If and when the Town Hall decides to stop paying for the Annex, then the person over there can find a new office.

Staff member Mary Ann talked to Chris about how slow the library was this year during Pumpkin Festival weekend. We will remember this when discussing if the library will be open during that time next year.

This meeting was adjourned at 9:00 p.m. Our next meeting will be held on November 18, 2014 at 7:00 p.m.

Respectfully submitted,

Jennifer Hansen

Secretary