

# Wadleigh Memorial Library Trustees Meeting

## May 17, 2016

**The meeting was called to order at 7:00pm at the Wadleigh Memorial Library.**

**Present:** Jen Hansen, Deb Faucher, Co-Chairs; Kim Paul; Mike Tule; Judy Gross; David Rysdam; Sarah Sandhage; Michelle Sampson, Director; Ron Lamarre, Lavallee Brensinger Architects; Joel Trafford, Wadleigh Facilities Manager; Kathy Bauer, Board of Selectmen; Chris Costantino excused.

**April Meeting Minutes:** Approved unanimously on a motion by Sarah, seconded by Kim.

**Treasurer's Report:** Reviewed and approved.

**Director's Report:**  
**Stats: Circulation**

<b>Circ through APR</b>	<b>2015*</b>	<b>2016</b>	<b>% Change</b>
General Circ	72,965	64,791	11.2 % decrease
Downloadable audiobooks	1455	1809	24.3 % increase
Downloadable ebooks	2406	2259	6.1 % decrease
Downloadable magazines	51	240	
<b>Total Circ</b>	<b>76,877</b>	<b>69,099</b>	<b>10.1 % decrease*</b>

**\*2015 checkout figures have been amended to reflect an inaccuracy detected at year's end.**

**Stats: People Counter**

<b>People Counter</b>	<b>2015</b>	<b>2016</b>	<b>% Change</b>
<b>Through APR</b>	<b>41,520</b>	<b>42,220</b>	<b>1.7 % increase</b>

**Stats: Public PCs**

<b>Through APR</b>	<b>2015</b>	<b>2016</b>	<b>% Change</b>
Wireless logins	4039	3590	<b>11.1 % decrease</b>
Public PC logins	4720	3873	<b>18 % decrease</b>
<b>Total</b>	<b>8759</b>	<b>7463</b>	<b>14.8 % decrease</b>

**Personnel**

- 7 staff members participated in the town's Active Shooter training put on by MPD.
- Upcoming mandatory town training – Harassment.
- Staff meeting scheduled for June 2.

**Facilities**

- Sewer backup trouble continued with several incidents requiring a call to Wetherbee Plumbing.
  - Cause was determined to be defective tanks on each of the 1<sup>st</sup> floor toilets (installed 2009). Manufacturer issued parts to Wetherbee that would allegedly fix the problem; they did not.

Wetherbee then tried to find replacement tanks for us and could not. We ended up having to replace each of the three toilets and have not had a problem since. Total amount spent to address/fix problem (not including future water bill \$3111). Water Bill TBD, but could be expensive due to approx. 40-50 additional gallons of water per day being poured through the system by Joel to keep the toilets operational.

- Still need to replace unit on 2<sup>nd</sup> floor but that will be more difficult as it involves old, rotting pipes which have rusted and re-sealed.
- Hot water heater sprung a leak on 5/4. Wetherbee called.
- Regarding last month's discussion, the town Code Enforcement Officer and Fire Dept inspected the electrical wiring and conditions in the 1950s portion through to the circulation desk. Code Enforcement deferred to Fire Dept. The conditions don't pose an imminent safety risk but need to be addressed. See email:

- **From:** Jason Smedick  
**Sent:** Friday, May 13, 2016 12:24 PM  
**To:** Michelle Sampson (Library); Joel Trafford (Library)  
**Subject:** Library Insp  
Good morning,

Thank you for your cooperation during the inspection earlier this morning. The main concern found is the condition of the old ceiling above the newer suspended ceiling in the original part of the building.

In several areas the old sheetrock is secured with finish nails which have now become dislodged allowing the ceiling to drop and sag in many locations. Above this old ceiling is quite a bit of insulation and exposed wiring.

While the exposed wiring was code years ago, current codes require it to be in MC above suspended ceilings. I believe that the old ceiling and insulation should be removed and the insulation be replaced with more modern and energy efficient product. This will removed the potential of the old ceiling collapsing the suspended ceiling and the potential for issues with the exposed wiring.

I do not believe that the romex needs to be placed in MC at this time.

Should you have any questions, please do not hesitate to contact me.

Thank you.

Capt. Jason A Smedick  
Milford Fire Dept.  
Bureau of Fire Prevention & Investigation

Extensive discussion followed, including Joel's synopsis of priority repairs: ceilings and insulation, as well as concrete sidewalk at back door.

- Michelle consulted with electrician (D.Freel) on Federal Pacific electrical panels. The problem: in the 1980s, these circuit breakers failed certain Underwriters' Laboratories (UL) calibration requirements

prompting the Consumer Product Safety Commission to investigate. The CPSC determined they had insufficient data but stated that given the large numbers of panels in existence, the cost to investigate would exceed their limited budget. They “decided not to commit further resources to its investigation.” Our electrician stated that panels are meant to last 30 years but that the metal springs begin to rust with years of humidity and temperature changes. He thought we should be fine if we’re going to be in the building for another 2-3 years but recommended replacing them all if we were going to be in this building at least 5+ years. Another item for the priority list.

- Rental properties
  - New tenant to move in to Annex next month. Obtaining quotes to close off fence behind property to prevent people from using the yard as a shortcut. Signs will also be posted. Tenant will repaint; Joel will work with her to obtain 6-8 gallons of primer/ceiling/wall paint.
- Library building project
  - CIP application is due June 3.
    - Obtaining quotes to “fix what we have” and renovate. Does this necessitate another RFP?
      - List of facility repair/replacement projects
      - Recap: Our 2014 RFP was for a design/cost benefit analysis & stated that we expected to receive quotes/info on (1) renovating *and expanding* the current facility to 20,000-25,000s.f. as well as (2) completely rebuilding the facility to a maximum of 25,000s.f. We received both from Lavallee Brensinger and determined the rebuild was the most cost effective option.

Extensive discussion regarding next steps and Ron’s recap/reminder of why the best course for the future of the library was the plan that we chose. He explained again the construction management vs. design build process. Told some more of his experiences with other towns and gave great advice, all available on video through Granite Town Media.

- Grants: Construction grants are next to non-existent.
  - Michelle looked into eligibility for Community Development Block Grants from the CDFinance Authority. Towns may apply for up to \$500k in CDBG funds/year. She spoke with one of their representatives who stated that the only time town facilities qualify for these funds or the tax credit program is when the town is bringing an existing building into compliance with ADA. The representative told her they do not want to be in the business of funding municipal construction projects. Milford has rec’d such grants before (not for facilities). If we opt to renovate the current structure to make it ADA accessible, available funds would depend on what other Milford organizations are also applying.
  - USDA Rural Economic Development Grant Program: Michelle has checked into this twice in years past. While the town qualifies in terms of its population, our median household income is too high and renders us ineligible.
  - Federal IMLS funds: While other states (ex: MA, CT, IL) use IMLS \$\$ to provide grants for public library construction, NH does not.

## Systems

- Website security feature SiteLock put up warning pages twice this month that our site might be ‘not safe’, we are considering installing Pro version which costs \$100/year. Town IT Director is investigating further.
- Ordered Ubiquiti wifi system/access points recommended by town IT Director. Hope to have them installed in the coming week.
- We’re still investigating moving the staff network over to Comcast.

- Polaris/ILS System upgrade June 9.

### Programs & Services

- **Children's:** See calendar for regularly scheduled story times. Lego Party (May 19); Make & Take Crafts (May 21 & 22); Makerspace (May 27); Mini golf & games (June 17); Craft day (June 18); Art Marathon (June 20)
- **YA:** STEAM Craft/LED mood lamps (May 24); Doctor Who Fan Club (June 7); Wii Tournament Thursday (June 9); Anime Club (June 14)
- **Adult:** Knit 1, Crochet 2 meets alternate Mondays of each month; Spanish Conversation Group meets each Tuesday. Teen Tech Squad Office Hours – Sundays; Wordpress Workshop (May 21, June 11); Small Business – Legal Considerations (May 23); Evening Book Group reads Courtenay's *Power of One* (May 24); Insure Your Business with Confidence (May 25); Morning Book Group reads Vreeland's Clara and Mr. Tiffany (June 9); History Book Club reads Chernow's *Alexander Hamilton* (June 15); TED talk & discussion about the brain – Jill Bolt Taylor's Stroke of Insight (June 16)

### Other

- Friends of the Library fundraiser on May 12 – Coloring Night @ Art Happens. Over \$400 raised for the museum pass program.
- Acoustic Café Committee meeting June 7 to plan Season 17.

Meeting was adjourned at 8:50pm.

The next meeting of the Wadleigh Memorial Library Board of Trustees will be held on Tuesday, June 21, 2016 at 7pm.

Meeting minutes respectfully submitted by Sarah Philbrick Sandhage