

The meeting was called to order at 7:00pm at the Wadleigh Memorial Library. Meeting was moved from March 21 to 22 due to scheduling conflicts.

Present: *It is not enough to have a good mind; the main thing is to use it well*

Jen Hansen, Deb Faucher, Co-Chairs; David Rysdam, Judy Gross, Kim Paul, Lynn Coakley, and Sarah Sandhage, Alternate: Chris Costantino. Betsy Solon, Director. Joel Trafford, Facility Manager

February Meeting Minutes *Nothing is more fairly distributed than common sense: no one thinks he needs more of it than he already has*
Approved unanimously on a motion by Sarah, seconded by Kim. Lynn abstained since she wasn't a Trustee at the time.

Treasurer's Report: *Except our own thoughts, there is nothing absolutely in our power*

Gifts from the Keyes Fund, The Masonic Lodge, Mary O'Donnell and the Donation Jar were accepted unanimously on a motion by Deb, seconded by Sarah. The treasurer's report was accepted as presented.

Stats: Circulation

FEBRUARY	2016	2017	% Change
General Circulation	15869	14259	10% decrease
Downloadable audiobooks	414	484	17% increase
Downloadable ebooks	527	497	5.6% decrease
Total Circulation	16861	15283	9% decrease

Stats: People Counter

FEBRUARY	2016	2017	% Change
People Counters	10465	9267	11% decrease
Daily Average	475	343	27% decrease
Hourly Average	47	43	8.5% decrease

Stats: Public PCs

FEBRUARY	2016	2017	% Change
Wireless logins	841	1040	23.66% increase
Public PC logins	826	889	7.63% increase
Total	1667	1929	15.72% increase

*** A few things to consider regarding the Foot Traffic comparison:

- The library was open fewer hours/days in 2017 due to winter storms.
- 2016 was a Leap Year so February 2016 had one day more than February 2017.
- The AARP tax clients do not go through the people counter on Tuesday mornings – they use the lobby stairs or the elevator to go up to the 2nd floor. At least 25 persons are not counted because of this.
- The main entrance people counter device was accidentally unplugged and not tracking data over the weekend days of February 4th and 5th, so the 2017 numbers are lower than actual

Director's Report: *The reading of all good books is like a conversation with the finest minds of past centuries.*

STAFF NEWS

Our first full staff meeting was held on Thursday, February 23rd. We enjoyed a light breakfast while reviewing the two new policies and discussing future plans and programs. Performance reviews are complete except for three very part time personnel. Congratulations to staff on their work anniversaries: Trina (5 yrs), Kathy (2 yrs), Joel (13 yrs), Theresa (17 yrs), and Sue D. (23 yrs)!

I am very impressed by the way everyone pitched in on Wednesday to make the Governor's visit a smooth and positive experience. What a great team!

FINANCE

I have requested Town Finance to confirm the amount of Library 2016 unexpended funds and how they were allocated (were they rolled into the Town General Fund?) According to initial calculations, we returned approximately \$32,000, mostly from the compensation budget. Jack Sheehy stated that he will have that information before the end of April. Jen, Chris and I are meeting with HR and Finance on Monday to learn more about the new timekeeping system the Town plans to use beginning in May.

STATISTICS

I emailed a copy of the 2016 Annual State Report to the board and will provide hard copies for the new trustee at our March meeting. February statistics are attached to this report.

PROGRAMS

The **Harriet Wilson Commemorative Chair Ceremony** on March 15th brought in a large crowd. State Librarian Michael York kicked off the event by complimenting Milford on consistently choosing great library directors (!), Governor Sununu spoke on the importance of libraries to NH and introduced the chair donor, Renee Plummer, who also encouraged the audience to support libraries. We haven't yet determined the chair's final destination, but it is currently located near the front desk for everyone to view and admire.

FACILITIES

The results of the ceiling inspection are in and the news is good! No asbestos in the old ceiling tiles, glue or insulation (all above the suspended ceiling), so Joel can make the necessary repairs himself. Library parking continues to be difficult for patrons during programs and on Saturday mornings, partly because others ignore the posted signs and use the lot but not the library. We are investigating the possibility of turning the side property into a staff parking area. Joel is getting quotes from several local firms and will share what he learns at a future meeting.

OTHER NEWS

The Friends of the Library raised \$280 at the **Grille603** fundraiser on February 20th. Thank you to everyone who participated. I created a binder for our new trustee and look forward to welcoming her on board. Registration for the **NHLTA Conference** (Tuesday, May 23rd at Grappone Center in Concord) has opened. Cost is \$65 to attend. A free **Trustee Orientation Workshop** will take place in Hooksett from 10am – 1pm on Saturday, April 22nd. I will be attending the Primex **Supervisor's Academy** from Tuesday – Thursday this week.

Discussion *Divide each difficulty into as many parts as is feasible and necessary to resolve it*

1. Building Project.
 - a. We will reactivate the building project. We will relook at many of the decisions we made from the perspective of Betsy's fresh eyes and 3 years after the last plans were developed. Has anything changed? Should we do another Space Needs Study? What did we hear from the voters and is it relevant to the decisions that the Trustees have to make?
 - b. Betsy will present her ideas to the trustees at the April Meeting
 - c. We need to create a Project Committee that includes a diverse body of interested people from a broad spectrum of interests. The Trustees will meet with the Friends of the Library and the Development Fund Board to see how each of the groups can contribute to this massive effort to improve the library facility. Trustees are to come to the April meeting with suggestions for individuals to contact to be on the Project Committee.

- d. Consider the possibility of Value Engineering as recommended by Scott Cornett.
- e. Reconnect with Ron Lamarre of Lavallee Brensinger, Architects.
2. Judy attended the last Friends of the Library meeting. There are new members who have energized the group with a lot of new ideas.
3. Joel reported that the ceiling inspection revealed that the tiles can be removed safely for him to reattach the drooping insulation and secure the wiring. The work will need to be done in a cocoon to contain the dust and fibers that will result from the work. Joel will find a partner to assist him, probably from the DPW crew. An additional respirator may need to be purchased. The library will probably need to be closed for the weekend. Propose to do the work in early/mid-Autumn.
4. Additional parking for staff to the east of the building on the former 91 Nashua Street lot was discussed. This will involve a great deal of site work to grade the site and improve the curb cut at the existing driveway. Unless this parking area is to be a part of the future site development, the Trustees are reluctant to spend the large amount of money it will require.
5. Should/Could the NH Room contents be moved to the Annex to free up meeting space in the library?
6. Congratulations to Sarah Sandhage and Lynn Coakley as the newly elected Trustees.
7. Officers were elected. Thank you to :
Judy – new chair who plans to delegate.....
David – secretary
Kim – will continue to be treasurer.
And Many Many Thanks for the last 2 years with Jen and Deb as co-chairs. You led the Board through 2 warrant article rounds to secure funds for the improvement of the library facility and the very successful effort to find and hire a new library director.
8. Alternates: Chris is recommended to be reappointed by the BOS as alternate. Jennifer E. O'Brien-Traficante who was the third candidate for the Library Trustee Board has accepted Jen's request to be an alternate. Jen will write a letter of recommendation to the BOS to appoint her.
9. The fountain progress has slowed a bit due to the extreme weather events that Joel has had to manage. Betsy passed around a photo of the work to date – very exciting. Jen will contact the Cabinet to see if there is interest in doing a story about the work.

Meeting was adjourned at 8:20pm. *An optimist may see a light where there is none, but why must the pessimist always run to blow it out?*

The next meeting of the Wadleigh Memorial Library Board of Trustees will be held on Tuesday, April 18 at 7pm. No pizza.