

Call to order: 7:00pm at Wadleigh Memorial Library.

Present: Judy Gross, Chair; Jen Hansen; Kim Paul; David Rysdam; Lynn Coakley; Sarah Sandhage; Betsy Solon, Director; Chris Costantino, Alternate; Jennifer O'Brien Traficante, Alternate

May Minutes: Approved unanimously on motion by Chris, seconded by Sarah.

Treasurer's Report:

- A \$50 charge for elevator certification was posted to our account. It's a legitimate fee, but it isn't yet known how it was posted without a Trustee/Director being involved. Kim/Betsy investigating.
- Unanimous vote to accept \$2638.95 in gifts and Jar funds on motion from Sarah, seconded by Chris.

Director's Report:

STAFF NEWS

I'm excited to report that Kim Gabert was one of 28 people in New England to be accepted into the New England Library Leadership Symposium (NELLS) 2017. The purpose of this week-long symposium is to foster the mentoring and development of leaders in state and regional library associations. We are all very proud of her!

We have posted a new part-time Children's Librarian Assistant position. This position was created to accommodate a schedule change and will add a staff member to the Children's Dept.

PROGRAM HIGHLIGHTS

The recent outreach program featuring NH Fish and Game was wildly successful - the event extended 1.5 hours past its scheduled time because of the attendees' enthusiasm. The next program in the series will occur on July 12th (*State of Addiction in NH*). Staff members will visit the Pine Valley Loft housing facility on June 21st to explain all of the resources the library has to offer Milford residents. We participated in the recent week-long series on the history of the American Stage Festival by loaning and explaining one of the library's lithographs at the Thursday event. Summer Reading begins this week with an after-hours fort building program on Friday night - expect lots of photos! I will bring a full schedule of Summer Reading events to the meeting.

FACILITIES

Patrons have truly appreciated our air-conditioned facility over the past few weeks. Work on the new staff office is on track and we have procured quotes for the Keyes Room doors. The (broken) vacuum cleaner was replaced with an identical model and we lined up someone to repair the back-entrance railing. The annex property was vacated on May 31st and cleanup has been more work than

expected. Future options for the building will be presented at the meeting. The original installers of the 1986 flat roof sections contacted us to offer suggestions for energy-saving improvements so we invited them to examine the facility, thinking the more information we have to offer the Library Expansion Task Force, the better!

OTHER NEWS

- The Library Mixer was a huge success - we've been asked to make it an annual event.
- The CIP proposals were submitted. (Lincoln suggested that we make the handicapped parking improvements a separate CIP.)
- The Library presentation to BOS is scheduled for July 24th. I will present a preview at the July 18th trustee meeting.
- My 6-month probation ends on July 23rd - Judy has a potential Library Director Evaluation form for the trustees to use in their appraisal. I am so pleased and excited to be part of the Library team and I look forward to all we can accomplish together! Thank you for all of your support.

STATISTICS

Circulation

MAY	2016	2017	% Change
General Circulation	15485	15271	1.3% decrease
Downloadable audiobooks	424	515	21.5% increase
Downloadable ebooks/mags	554	478	13.7% decrease
Total Circulation	16463	16264	1.2% decrease

Foot Traffic

MAY	2016	2017	% Change
People Counters	9222	10027	8.73% increase
Daily Average*	384	358	6.77% decrease
Hourly Average	37	40	8.12 % increase

Public PCs

MAY	2016	2017	% Change
Wireless logins	918	1141	24.29% increase
Public PC logins	1009	937	7.13% decrease
Total	1927	2078	7.84 % increase

*Open 4 more days in 2017 than in 2016

CIP: Trustees have submitted two CIP items. One is a placeholder for library expansion/renovation. The other is a project to bring our parking into ADA compliance.

Facilities:

- Keyes Room doors to be replaced with lockable doors with windows, reusing some hardware to save money. Estimate is ~\$2600, Kim moves to approve up to \$3000 from fine money seconded by Chris. Unanimous.
- Repair for railing damage reported last month will cost \$1700. Joel reports cost is due to railing rusting down inside the concrete. Some discussion about whether we want to do anything if there's an expansion project, but it is a safety issue due to the drop right behind it. David moves to spend up to \$2000 of repair/maintenance money, seconded by Chris. Unanimous.
- Garage roof of property at #29 needs replacing, estimated at \$3500. Joel to look into whether it makes sense to use shingles that aren't 30 year, since we hoping we won't have that property that long. Kim moves to use \$3600 of rental income with second from Sarah. Unanimous.
- Property at #39 is currently vacant and needs some repair before it can be rented, including paint, replacement of rodent-chewed electrical and possibly plumbing. Joel will provide more details and estimates at next meeting vs cost to tear down and pave as part of parking lot fixes. Some discussion of letting police/fire/EMS use as practice, but that provides no income.

Library Expansion Task Force: We have 8 yes's, 2 maybe's, 1 Trustee and 2 alternates to show up at the first meeting (June 27th). Some discussion on what materials to provide before or at the meeting. Charter drawn up by Judy/Betsy tweaked slightly, then approved unanimously on motion from Lynn, seconded by Jen.

Proposals:

- Betsy points out that accepting credit cards for fees and donations could be very useful. She is going to research using the consortium service vs other options for what provides the most flexibility at the lowest cost. Jen T also brings up Paypal as an option.
- Library staff arrive at 8:30, but library doesn't open until 9:30. They say they don't need a full hour to open up, so they can alter these hours to 9:00 with no additional cost, while providing another 130 hours of library time per year.

Review: Library Director's 6 month probation is almost up, so Judy handed out review templates. These need to be returned to her by July 27th, so we can collate them to do review at next meeting.

Wadleigh Memorial Library Trustees Meeting

June 20, 2017

Next meeting: Tuesday July 18

Meeting adjourned at 8:30pm.