

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

Present: Judy Gross, Chair; Jen Hansen; David Rysdam; Lynn Coakley; Betsy Solon, Director; Sarah Sandhage

Closed session: Discussed potential new hire for Facilities Manager position.

August Minutes: Approved unanimously on motion by Jen H, seconded by Sarah.

Treasurer's Report: Unanimous vote to accept \$156 in gifts and Jar funds on motion from Jen H, seconded by Lynn.

Director's Report:

STAFF NEWS

Staff is preparing for the new time-keeping system which is scheduled to go “live” on October 1 st . Library Department Heads will attend a training session on Tuesday, Sept. 26 th , while training of other staff is TBD by the Finance Department. 12 staff members will attend a CPR class taught by Emergency Services personnel on Thursday morning, Sept. 28 th . We’ve been fielding applications for both the Facilities Manager and the Library Assistant positions and begun interviewing candidates. It seems a good possibility that both positions will be filled before the next Trustee Meeting. Our three new pages and new Children’s Library Assistant have all settled in and are making real contributions to our library team. Congratulations to Letty on her recent marriage!

PROGRAM HIGHLIGHTS

Although we only had 3 pair of eclipse glasses, patrons were able to share them and safely view the eclipse on August 21 st . Staff and volunteers manned a table at the high school during the 2 parent/student registration days at the end of August and did a great job getting the word out about all that’s available with a library card. The Children’s Staff visited Jacques School’s ice cream social and registered 63 new library patrons! Fall story times and after school programs are in full swing and most evenings all of our meeting rooms are booked. We plan to begin a financial literacy series and to begin offering Sunday afternoon events. Stay tuned!

FACILITIES

Work on the West entrance sidewalk has begun. We are very thankful to Chris Anton and the DPW for helping us out. A new outdoor American flag has been installed. The fire department used the Annex for training and has expressed interest in doing so again. The police department has reserved the building for training on October 4 th – I’m happy to see the building being put to good use! We did some more shifting of materials and can now use the shelves across from my office for

staging materials that need to be put away. Hooray! No more carts blocking the circulation desk! The whole area is much more open and inviting now. The Acoustic Café equipment has been securely relocated to the book sale room and will be easy to access on the 6 nights of the program.

OTHER NEWS

Things are all set for 9am openings Monday-Friday. We will officially announce the new schedule to the community, update online and printed information, signs, etc. for a start date of October 1 st .

The GMILCS consortium turns 25 this month – that’s a lot of years of expanded library services the Milford community has been fortunate to receive.

Six staff members have volunteered and passed the training for Passport Acceptance Agents! We can now apply for final approval by the Department of State to become an official Passport Acceptance Facility. We are ready! Several of us plan to visit the Dover Public Library next week to observe their passport operations (they became official in January).

We will host a farewell coffee for Joel on Wednesday, October 11 th from 9am-10:30am – it will be open to the public and anyone in town who wants to wish him well.

LETS update: Subcommittees, people and ideas! Visiting other buildings, reaching out to millennials/seniors, presentations on alternate facades, getting school librarians/teachers involved, looking at voter demographics. Next meeting October 3 at 6:30pm.

Annex demolition: Oil tank and steam boiler need to be removed before demo. Narrow stairs mean some carpentry work. Didn't have an estimate for that, but for the demo + site work (topsoil, moving vintage granite foundation stones, etc) Joel estimated about \$18k.

Security cameras: We need better resolution and in some places more cameras. No numbers or firm plans yet.

Furnishings: First movable shelves should arrive in early October. Two rows of existing shelves are leaving and one is arriving. This potentially leaves room for seating or tables, but we're waiting to see how the shelves look/work.

Welcome sign: Some discussion on a way to direct new patrons to The Right Way to enter the library. Main entrance looks a little like a back door.

Next meeting: Tuesday October 17 @ 7pm

Meeting adjourned at 8:45pm.