

Call to order: 7:03pm at Wadleigh Memorial Library.

Present: Judy Gross, Chair; Jen Hansen; David Rysdam; Lynn Coakley; Betsy Solon, Director; Sarah Sandhage, Chris Costantino, Alternate; Deb Faucher; Laura Dudziak, Board of Selectmen

October Minutes: Approved unanimously on motion from Deb, seconded by Lynn.

Treasurer's Report: Unanimous vote to accept \$37 in Jar funds on motion from David, seconded by Jen H.

Director's Report:

STAFF NEWS

Our 2 new circulation assistants are doing well. Kim Gabert and I attended the NELA Conference in Burlington VT – we got lots of great information on building support for library building projects, increasing the value of our library to the community and improving customer service. Trina and Letty attended the CHILIS (Childrens' Library Services) conference in Lebanon, NH. Our staff is really making a difference to the New Hampshire and New England Library community - Letty is now the president of CHILIS, Kim is head of NHLA Social Media and I am the VP of READS as well as the Chair of NELA's Educational Assistance section.

Many thanks to Susan Drew of the LETS Marketing Section for arranging collaboration between the library and the Milford High School Marketing class students. On Wednesday, Nov. 8th, Susan, Judy Gross and I attend the presentations of 6 marketing teams which were tasked with finding a way to help the library connect with teens and millennials. It was a great experience and we were very impressed with the talent of Milford's students and the education they receive.

FACILITIES

We were the place to be on October 30th- November 1st – the local power outages drew many from the community to our facility with its electricity and free Wi-Fi! We had folks using every corner of the library, which only served to emphasize our need for more meeting/quiet study space. The new signs at the parking lot entrance have been well received by all. In addition, we cleaned the clutter out of the main lobby to make the building more welcoming. The 2 identical restrooms have been made generic (A & B vs. Mens & Womens). We continue to prepare for the arrival of our moveable shelving. We recently added 2 new touchscreens to the circ desk, 2 laptops for patron use and upgraded the Wi-Fi area near circulation. Diana is experimenting with a new sit-stand desk.

OTHER NEWS

We received notification from Washington, D.C. that we've been approved as a Passport Acceptance Facility! We will begin taking appointments for applications on Dec. 1st. Staff is excited to provide this service to the community.

The 2018 Library Budget was presented to the Selectmen and Budget Committee on Saturday. Many thanks to Judy, Kim, Chris and Lynn for representing the Trustees.

The Town's new electronic timekeeping system went "live" on November 12th. It continues to make lots of work for us, since we cannot enter library staff schedules into the system and must override nearly every entry. It seems to us that the cost savings to the Finance Department has been passed on to Town Departments such as ours. I will make a proposal to address this issue at the trustee meeting.

The first Acoustic Café event attracted 38 people while Union Coffee and the Friends provided refreshments. The performer for the Nov. 18th Acoustic Café cancelled his appearance, so we directed attendees to Union Coffee for live music. The next event is scheduled for January 20th.

The New bank account has been opened to accept credit card payments.

LETS updates:

- Milford HS graphic design students did presentations on ideas for marketing the library and the expansion project to millenials and others including movie night, making CAD drawings and video promotion.
- LETS member Bill Clark brought a bunch of subcontractors through to identify work that needed doing and get estimates for it. Totals around \$1,000,000. That's a lot, but less than some other estimates. However, those estimates covered more than these estimates, so it's not clear how to compare them fairly.
- Bill, a retired mason, also believes the foundation issues can be fixed in place and also that with some pier-like bracing we could build a floor on top of the 1986 part of the building, which would add 3000 sqft. Another idea is to expand eastward towards the maple trees by the Children's Room.
- More talk of possibly using the building labeled "Library" across the street as either meeting space or temporary storage for books.
- Need to have a CIP for June 2018 in order to be on the ballot in Spring 2019.
- Next LETS meeting in January.

Facilities:

- Central tree in front of the library ([Google Street View](#)) is getting into the wires (and has previously been hacked to address this), is getting into the pipes, has health issues and is blocking view of the library from the street. Jeff got a very good quote on removing this tree: \$1200 including cleanup and stump grinding.
- Garage door needs replacing, as it is patched and falling down. Quote for steel one is \$775

installed and with old door removal. Sarah points out we might not have the garage for long, but Jeff thought of this and says the door can be moved to another garage/shed in the future. (We would definitely need such a structure for mowers, snow blowers, paint projects, etc.)

- Swapping the bookshelves for movable shelves is going to expose bare concrete, so Jeff got a quote on a somewhat-matching color. \$9000 for about 400 sqft. Rejected that quote and found some not-at-all-matching colors with a quote of around \$4500. Trustees feel that is still too expensive and ugly besides. Jeff got some more suggestions on where to get a quote and will get back to us.
- Unanimous approval for \$2000 for tree removal and garage door replacement to be funded as Betsy decides on motion from Lynn, seconded by Jen H.

2018 Calendar: Betsy presented the proposed calendar for 2018 and asked to put 2 staff development days in. There was no particular objection to that request, but it led to a discussion of why the Library is closed for 3 days for both Memorial Day and Labor Day. There was also discussion of when exactly to be closed for Veteran's Day. Betsy is going to take these discussions and staff input under advisement and propose a new calendar next month.

Time clock: The time clock system adopted by the Town is a bad fit for the Library both technologically and culturally. Betsy asked for permission to tell the Town that she would provide payroll data in whatever format they needed, but they wouldn't be using the clock. David suggested offering to provide the data, but not in a particular format since it may be difficult or impossible to emulate whatever the clock is doing. Sarah and Lynn pointed out that since the Library Staff aren't town employees anyway, Betsy didn't even need permission to make this decision. Nevertheless, on a motion from Lynn with a second from Chris, the Board unanimously voted to approve Betsy's written payroll/time sheet policy.

Next meeting: Tuesday December 12 @ 7pm.

Closed session under 91-A:3,II(b): Discussion of staff part-time/full-time swaps.

Meeting adjourned at 8:45pm.