

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

**Present:**

Lynn Coakley  
Kathy Parenti  
Judy Gross  
Laura Dudziak, Select Board  
Janet Hromjak  
Susan (Shirley) Wilson  
David Rysdam  
Betsy Solon, Library Director  
Sarah Sandhage  
Jen O'Brien-Traficante

**Absent:**

Chris Costantino

**Call to Order:** 7pm

**Welcome:** Janet Hromjak and Kathy Parenti are new Trustees! Jen O'Brien-Traficante is newly "upgraded" from alternate to Trustee! Shirley Wilson is a new (proposed) alternate!

**Elections:**

- Lynn moves, David seconds, that Judy Gross be elected for second term as Chair. Unanimous.
- Judy moves, Sarah seconds, that Lynn Coakley be elected for Treasurer. Unanimous.
- Judy moves, Lynn seconds, that David Rysdam be elected for Secretary. Unanimous.

**February Minutes:** Unanimously approved on motion from Sarah, seconded by Lynn.

**Gifts:** Unanimous approval to accept \$274 from donation jar and Stone Wall Program on motion from David, seconded by Sarah.

**Director's Report:**

---

**STAFF NEWS**

Trina and I attended the NHLA Advocacy Workshop on March 12<sup>th</sup> with trustees Chris and Judy - we all learned a lot! Trina was accepted into the PRIMEX Supervisor's Academy and attended from March 20 - 22<sup>nd</sup>. Tech Services staff will attend the NETSL (New England Technical Services

Librarians) Conference on April 2<sup>nd</sup> . I just completed a week at PLA (Public Library Association) in Philadelphia where I collected many innovative ideas for implementation at our own library and learned a lot of great things about building projects. I'm looking forward to sharing all that I learned.

### **FACILITIES**

We are planning to add some new LED light fixtures to brighten up the downstairs hallway. I should have prices for the work before the trustee meeting. Jeff has begun researching upgrades to our security camera system. He has also been getting quotes for removing the old insulation over circulation and reference and for installing new insulation in those areas. Stibler Associates is meeting with me on Tuesday to present their first pass at a new layout for the first floor of the library.

Both rentals have been tested for asbestos. #39 has been cleared; we are still waiting on the results of #29.

### **PROGRAMS**

The recent bad weather caused several of our programs to be rescheduled to later in the Spring. Letty and Trina participated in the elementary school STEM night and are busy getting things ready for summer reading.

### **OTHER NEWS**

Congratulations to our new trustees! We are looking forward to a great partnership and many successes together.

Library Staff will not be using the time clock. As of March 11<sup>th</sup> , we have worked out an alternate method for relaying data to the payroll department.

Our 2018 Annual Report was submitted to the State Library on March 14<sup>th</sup>. I will bring copies of the submission to the meeting.

Passport Acceptance Fees will increase from \$25 to \$35 per application beginning April 2<sup>nd</sup> .

**Advocacy Bootcamp:** A preview of Judy's report on her attendance to a Library Advocacy Bootcamp. Two main points: Go out to the community and see what they want/need. And develop simple stories about the effects the library has.

**PLA Conference:** Quick overview of all the workshops Betsy attended while at the PLA Conference. She also met former Wadleigh Library Director Michelle Sampson.

**Plans. For. Spaaaaace:** Stibler Associates did their study as described last month and came back

with three plans that cover the entire library space. Two plans have no major renovations, but rethink the space. The remaining plan includes a 10' wide L-shaped addition wrapping around from the Children's Library to the big window by the parking lot. Library Department Heads are going to give feedback on these plans. Stibler will then combine these ideas to make a presentation to LETS and the Trustees on April 17 at 6:30pm.

**Policy Review Project:** Betsy created a master list of all official policies with dates. Oldest one is from 1995! She also identified some gaps where policies are missing. Judy, Janet and Betsy will be reviewing the Library Code of Conduct and Conflict of Interest/Code of Ethics policies for next month with others to follow.

**Fountain Opening Extravagala:** Planned for May 25 at 5pm (Friday before Memorial Day). Unanimous approval of up to \$500 for extravagala extras on motion from Judy, seconded by Sarah. These include *fountain* drinks.

**House Demolition:** Jeff came back with quotes for demolishing both #29 and #39. Low bid is about \$58k. That includes removing both houses, drilling the concrete foundation for drainage, saving the granite foundation stones and paving with gravel. Shirley points out we should talk to the storm water management people.

Some discussion on where \$60k will come from. It isn't immediately clear if impact fees can be used for this or if the Development Fund would contribute. Tabling until this is cleared up could put the project on hold until the company is free again. Lynn moves: "Half to come from Trustee account unrestricted monies. The other half to come if possible from town impact fees pending discussion with the town, else from the Development Fund pending their approval. Otherwise, from other Trustee monies to be decided by the Library Director and Treasurer. Failing all three, re-propose and re-vote." Sarah seconds. Unanimous.

**Let There Be LEDs:** Basement hallway has always been dark, so Jeff got a quote for the installation of some LED light fixtures both there and in the employee restroom. Unanimous approval of \$1.2k of fine money on motion from Sarah, seconded by Jen.

**Early Meeting Next Month:** April 17 at **6:30** to meet with Stibler and hear their proposal.

**Meeting adjourned at 8:37pm.**