

September 10, 2007

TO: Board of Directors
SUBJECT: Library Board Report

Meeting held Monday, Sept. 10, 2007.

Members present: Constance Hebert, Pauly Labbe, Muriel Normand, Bob Neveux, Mary Anna Paquette, and Jackie Watson. Jim Gaudet was unable to attend because he is now working full time.

1. Drouin Coupon Count – 8/3/2007 to 9/10/2007 = 63
2. Duplicate Books For Sale – We have a number of books available for sale at the conference. I will email Pauline Cusson separately to work out how this will be handled. Which brings us to item #3.
3. Volunteer Work at Conference – It seems unfair that anyone who would volunteer to spend the day working at the library, and not attending any of the lectures, should be required to pay the conference fee. I am requesting that the Board approve exceptions for the volunteers who would not be attending the lectures.
4. A/C Units – After all the notices, warnings, etc it is hard to believe that someone would still be stupid enough to be messing around with the on/off switches. This morning, however, we turned on the A/Cs to test the system and only the new large one went on. There is either something wrong with the electrical panel setup, or someone is NOT turning them on/off as required, or the gremlin who is messing with the Drouin Archive computer is also messing with the electrical panel!
5. Refrigerator – There seems to be a "happy-cleaning elf" who continually empties everything out of the refrigerator. We really appreciate whoever is taking over this task, however, the volunteers have asked that our "elf" please NOT throw away bottles of water which are labeled with someone's name. It IS OK to throw out food that has been left for more than a couple of days, or anything that looks like a bad lab experiment.
6. Display Case – Jim Gaudet has requested we consider more display case area because they are running out of space to display the books we have for sale. There is really no room to put another display case. After some discussion, we came up with two possible solutions. One is to stand the books more at an angle so that more can be put on each shelf. The second, and probably the better, idea was to create a notebook with copies of the cover pages of each item we have for sale and put it on the cabinet near the reception desk. A binder updated each time we receive new books, will be easy to look through and take up a lot less room.

Since we are now receiving our new publications already bound, they are quickly cataloged and put on the display shelf for a couple of weeks and then shelved in their proper place. We no longer have to wait months and months until they are hard-cover bound which was the reason for keeping them on display for patrons to use. The display rack on the cabinet would no longer be needed there.
7. Framed Maps from Tom Bouffard – Tom had 2 large maps and a site plan framed and donated to the library. We would like these to be hung somewhere so that they can be properly viewed. After some discussion, it was decided that the best place to hang them would be in the kitchen area. Lucie Morency's frames will be moved to the wall directly opposite. I will separately contact Herb Boyce and Gerry Savard to see if we can get this done.
8. Patron Complaint – Apparently there was a complaint made last week about dog urine odor in the back computer area when Tom Bouffard was in with his little dog. We realize that Tom does not feel comfortable leaving the dog home alone all day. One suggestion was made that perhaps he could let the dog run loose on the first floor, rather than in the library area. If the dog did have a problem, it would be easier to clean the tile floor than the carpeting. Which brings us to #9!
9. Cleaning the Library – Somehow, we need to have better control of having the library cleaned: the carpets, the chairs, dusting, etc. The upholstered chairs have probably never been cleaned, and are very dirty, and the library smells stale. Maybe a solution is to just use folding chairs. A suggestion was also made that a semi-annual cleaning party be organized before each conference.

10. Job Descriptions – It was suggested that each job done in the library should have a written procedure of exactly how to do that job, and the responsibilities entailed. This would be for everyone from the President on down. Basically a step-by-step procedure on "how-to-do-it". These could be kept in a folder and anyone who wished could look through it. When someone is asked to take over a particular job it can be somewhat intimidating if they don't have any idea of exactly what is involved. If someone suddenly was unable to do that job, it would be all spelled out for the next person to take over. We are requesting that the Board of Directors ask for and collect the information.

11. Fire Extinguisher Inspections – Bob Neveux reminded us that the fire extinguisher inspections are due in September. It is my understanding that the Fire Department comes in to do this. Is this Herb Boyce's responsibility?

12. Periodicals – It was decided that the periodicals, for which we do not exchange, will be put out for free as they come in rather than just let them pile up.

13. ACA Books – Since the ACA books get so little use, it was suggested that we ask ACA to take them back giving us more storage area. We will wait for a decision from the Board of Directors on this.

NEXT LIBRARY BOARD MEETING - Monday, October 8th, 9:00 AM.

NOTE: I realize that by the time the next Library Board meeting is due there will be a new slate of officers on the Board of Directors. I would be willing to continue in the capacity of Library Director, however if someone else wants the job they can have it!

**Respectfully submitted,
Mary Anna Paquette**

To: AGCS Board
From: Gerry Savard
Date: 9/10/07
Subject: Web Site statistics for September, 2007

Web site visits dipped a bit this month. We had 7,829 visitors to our site. That's 260 visits per day.

We have a new webmaster, Shane Laprade. Thanks to Pauline Cusson for recruiting him. I will be giving him a group of updates to do.

For September, our holding lists were viewed 4,578 times.
Our catalogs were accessed 362 times.
Our membership page had 259 hits with the application page getting 99 hits.
The Drouin pages were accessed 629 times.
The What's New page was accessed 579 times.

Some of the top referrers to our site: (These are sites that have links to ours)
Google, Livenessearch and Yahoo – over 1,600 hits
AFGS – 73
North American Genealogy Resources 38
Le Centre de Généalogie Francophone d'Amérique 23
Lucie's site 25
PRDH 21

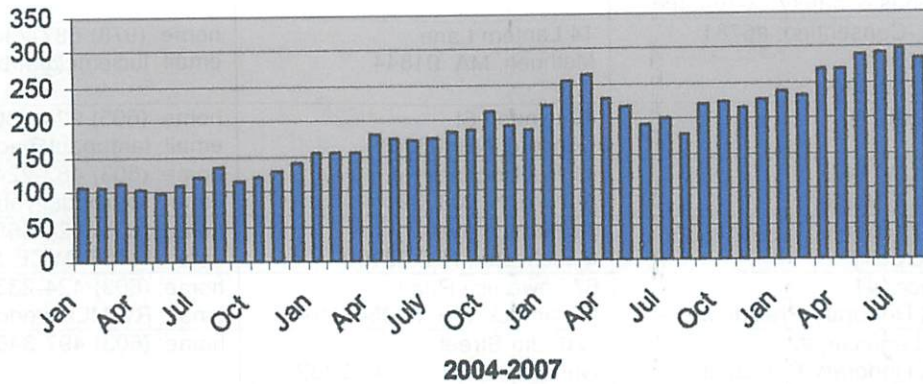
The message board: We have 1042 messages and 484 registered users. The message board continues to draw many visitors to our web site. Thanks to all who contribute.

I will send out the email addresses of the board members to each of you. Please use these addresses instead of board@acgs.org. Because we get blocked so often by Comcast, most of us are not getting the board emails on a regular basis.

Respectfully Submitted,

Gerry Savard
Web Site Liaison

Average Daily Web Site Visits



Year	Month	Visitor Total	Visitors/Day
2006	Jan	6,858	221
	Feb	7,115	254
	Mar	8,151	263
	Apr	6,849	228
	May	6,719	217
	Jun	5,776	193
	Jul	6,205	200
	Aug	5,523	178
	Sep	6,588	220
	Oct	6,967	225
	Nov	6,440	215
	Dec	7,010	226
2007	Jan	7,379	238
	Feb	7,228	258
	Mar	8,333	269
	Apr	8,086	270
	May	8,955	289
	June	8,806	294
	July	9,256	298
	Aug	8,774	283

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RESEARCH DEPARTMENT

AUG – SEP 2007

REPORT

August and September was quite slow in requests being submitted. We received 11 requests during these two months with one being a Drouin single event.

The researchers were, however, able to use this downtime to finish several old pending projects.

There are a substantial number of completed files waiting for payment to be received. A second notice will be sent to these clients in order to clean up this pending folder and increase revenue.