

Weeks Public Library Trustees Meeting
Minutes – Meeting of May 15, 2006
4:30 PM – 6:00 PM (???)

Present: Co-Chairs Kate White and Adele Wick, Secretary Tracey Graffam, Treasurer Dick Fralick, Alternates Dale and Abby Rockefeller and Julie Gilston, Director Mike Sullivan.

Absent: None.

The minutes follow the agenda prepared by Kate White. Adele acted as secretary for items 1 – 5 until Tracey arrived to take over for 6 – 10.

1. The Minutes of April 17, 2006 were approved **and will be posted** on the library website on a page especially designed by Denise for this purpose.
2. The attached two-page Director's Report was handed out and discussed. Marie Hussey actually donated three, not two wire racks for display; **Kate will write her a thank-you note**. For the teens' summer reading program, prizes of gift certificate to the Coffee Beanery were suggested, and it was noted that the "Dance Dance Revolution" game costs \$105.
3. Alternates Dale and Abby are now official, having gone to and been sworn in at the Town Hall; **Julie still needs to take this step**.
4. Kate relayed the longish saga of the Library, the Town Hall, the Health Officer, and the mold problem. HO Wally Berg, having wind of the mold problem, inspected the basement and recommended a trained mold expert also take a look. After a conversation with Town Manager Karen Anderson, Kate and Adele took charge, with Adele calling Greenland's Great Bay Facility and arranging for Tate Adams to visit the library the Monday or Tuesday following this meeting. This first step is free, and she communicated the plans to Karen.
5. On April 11, Kate wrote Denise a letter offering her the position of Acting Director. On April 20, Denise wrote back that she accepted our offer. This is good news indeed!
6. Mike has now made certain that every trustee, whether regular or alternate, has a Red Book.
7. The Friends of the Library scheduled their annual Bake & Plant Sale for Saturday, May 20, at the Veterans' building. Even though he has travel plans to/in New York, **the library's Mike will provide chili, which Dale will pick up early, refrigerate, and deliver. Tracey's Mike will also provide chili, and Abby will bring moon pies**. The next Friends' meeting is Monday, May 22; **Adele said she'd go**. Adele also provided information about using Bramber Golf Course's restaurant for a Friends' dinner and **will give Marie Hussey this information as well**.

8. Dale has created a Building Committee composed of the following members: himself, Pat Walsh, Steve Bishop, Sue Beam, Mark Fodero, Mary Coombs, Frannie and Lenard Schwab, and Eve Fralick (conscripted by Adele). Dale said important discussion points would include issues of parking, the parish house, and realistic costs. All discussed the importance of holding regular meetings and delegating tasks.

9. When Mike leaves, we shall have an operating deficit of \$2700. The announcement of closing all “summer” (a period defined as when Greenland Central School is closed for summer vacation) Saturdays was a soft and well-phrased statement. The rest of the gap will be itself closed by running without an Assistant Director for a considerable period of time. The process of interviewing should take a month, and the new AD will probably be given a month to give notice and start working in Greenland. It’s an ugly market for administrators, Mike noted; he’s already received four unsolicited offers. The only remaining area of discretionary spending involves our collection and part-time employees. One idea is to cut down on the 2-3 copies we’ve been acquiring of best sellers/most checked out volumes and just make customers wait more to borrow these popular books. Given how tight our budgets already are and the even greater difficulty of making cuts when our fiscal year begins on January 1 and the Town Meeting isn’t held until March, Adele suggested moving to a fiscal year beginning April 1. Mike noted that there is no legal provision for the Town’s approving a two-year budget, clearly the best way to facilitate serving our customers.

10. New and Miscellaneous Business included assigning **Tracey the task of exploring options for replacing the carpet in the Children’s Room and the possibility of Adele’s inviting Fritz Weatherby to visit the Library, the Weeks Brick House, and various cemeteries, lured by this last and by being able to do a book reading/signing.** If she cannot reach him through his TV work, she can call Sally at Barnes & Noble. It was also agreed that finding out program attendance through a sign-up sheet, as requested by Town Hall, created more problems than benefits. Tracey, Dick, and Adele have keys to the Library and were reminded of the security code. **Mike and Denise are updating the Procedures Manual.** Finally, it was noted that we have only three more meetings before Mike’s departure; meantime, he will be the lead speaker for the May 21 formal opening of Epsom’s new library. Epsom is a town with much in common with Greenland, and/so all trustees might find it instructive to attend.