

Weeks Public Library Trustees Meeting  
14 August 2006  
4:30 – 6:00

Present: Co-Chairs Kate White and Adele Wick (the latter also Acting Secretary), Secretary Tracey Graffam (delayed by heavy traffic), Trustee Dale Rockefeller, Alternate Julie Gilson, Director Mike Sullivan and Assistant Director Denise Grimse

Absent: Treasurer Dick Fralick

1. The Minutes of 10 July 2006 were approved as submitted, after the fourth paragraph was deleted, being both interpretive and unimportant.

2. Mike and Denise presented a joint Director's Report. This being Mike's last Trustees Meeting, with his last day on 15 August, they have been working jointly for two weeks. Especially notable in their report is the 5.7% decline in July 2006's circulation from that of July 2005. Day by day, July has been the busiest of the summer, but budget cuts necessitated our closing for all five Saturdays. The message is clear: "There really is no substitute [for] being open and available to the public."

Programs will also be cut along with a reduction in evening hours. Nonetheless, with vacations, meetings and family issues, there are two anticipated gaps in staff coverage because of our two-person rule. Adele offered to cover both, the first on Thursday, 24 August from 1:30 to 4:00, and the second on 21 September from 10:00 to 2:00.

Alas, with chief book supplier Baker & Taylor no longer willing to ship orders under 5 pounds through UPS, we shall no longer be able to offer our patrons new books on the very day they are released. Instead, they will arrive 2-3 days later.

Adele signed papers to remove Mike from the library health insurance and will come in to sign the requisite COBRA forms.

3. In a discussion of upcoming events (the open house farewell party for Mike at the library the next day and signs to advertise that and other events), Mike observed that the state library in Concord owns a poster maker. This nifty machine changes sheets into posters for the charge of \$1.00/foot. The contact is Frank Bouchez.

4. The next Friends of the Library meeting is Monday, 11 September.

5. We shall complete our due diligence for carpet replacement and decide what to do by the next meeting. Julie will do all the work exploring tile, and Adele will get someone (Bob Walker?) to come over from Star Flooring. The Children's Room needs 1250 of flooring. We shall do our best to schedule repairs and replacements in October, when Denise will be on vacation and the library may be shut down because of the disorder and the discombobulation.

6. Dale has arranged to get the fourth chair picked up for repairs.

7. Adele and Paul Hughes are driving to Brentwood on Thursday, 17 September to explore whether or not rumored restrictions on any sale of the Parish House and the property under it have any validity in documentation.

8. The Building Committee is also meeting on Thursday, at 7:00, at the Library. Architect Cass will attend.

9. Denise circulated her first draft of a revised Circulation Policy for all trustees to peruse.

Respectfully submitted,  
Adele