

**Weeks Public Library
Trustees' Meeting Minutes DRAFT
July 7, 2009**

Present: Director Denise Grimse and Trustees Mark Fodero (arriving at 5:00), Julie Gilson (arriving at 4:50), and Dale Rockefeller, Kate White and Adele Wick (present when the meeting started at 4:35)

1. The minutes for the June 2009 meeting were approved with corrections.
2. All trustees were given copies of the Director's Report, which was then discussed. Of particular note are an increase of 8.07% in Circulation for the first six months of 2009 compared to the first half of 2008 and a June spike in check-outs of downloadable books – more than 50% higher than any previous month. In response to increased activity in the Library, we have purchased \$1.20 headphones, available at the desks. Not specifically in the report, but related to some items, was the recommendation in several workshops that libraries line up in advance three lawyers they can call for legal counsel. The board discussed the probity of such a plan, agreeing that attention should be paid to legal specialties and that at least one of the lawyers should not be a resident of Greenland. The Maid Brigade has gone out of business, so Denise Grimse has found an individual willing to work two hours a week for \$60; said individual does not have workman's comp, but no heavy lifting or window cleaning is required. Denise will also contact Apex in Exeter.
3. Adele Wick moved and Kate White seconded that donations of \$41.00 be accepted; they were, with unanimous consent.
4. In Old Business, the matter of Alternative Trustees was tabled. Updating the Personnel Manual was discussed. Julie Gilson's emails of hospital policies were appreciated and analyzed. Denise has already studied the Town of Greenland's updates, and Adele suggested she also look at policies developed by libraries of our size. Third under Old Business was Investment Policy. After laws and economics were discussed, Adele was tasked with working with an investment policy template, modifying it slightly.
5. In New Business, Denise noted that the NHRS implemented a rate increase effective July 1, 2009. With our tight budget, we are fortunate the dollar amount is only \$50.00 or so.
6. In Other Business, the Community Celebration on July 18 was discussed, notably including teens' request that the frozen t-shirts be less frozen so that they don't divert so much time from other activities to this library –run contest. Peter Chapel has provided the Library of excellent, concise and complete records of our various insurance policies, and Adele signed one.

7. The next Library Trustees' Meeting was set to start at 4:30 on August 11, 2009.

The meeting then adjourned at 5:55.

Respectfully submitted,
Adele Wick
Acting Secretary

To-Do List

- Denise: Check out other libraries' family leave policies
- Create a donation policy
- Call Apex about a possible cleaning contract
- Adele: Create an investment policy, with template handed out
- All: Show up for Community Celebration and support the Library!