

**Weeks Public Library
Trustees Meeting
September 15, 2009
Minutes**

The September meeting began at 4:45 PM on 15 September 2009.

Attending were Director Denise Grimse; Trustees Mark Fodero, Dale Rockefeller, Kate White and Adele Wick; Teen Advisor Ashlie O'Brien; and Guest Donalee Brothers. Absent was Trustee Julie Gilston.

1. The August Minutes were approved as corrected.
2. The Director's Report was discussed, with particular attention to the expressed need to upgrade the library's software. Support for the current, and by computer standards ancient, system was never purchased. Annual upgrades have become standard, as has purchasing this support.
3. \$39 in donations were accepted unanimously after being moved by Wick and seconded by Rockefeller.
4. As Treasurer, Wick signed the latest checks.
5. In Old Business:
 - a. All present trustees signed approved investment and material selection policies.
 - b. Rockefeller will attend to the post and bucket for our new exit road sign.
 - c. Wick researched "reasonable risk" rules and decided they are encapsulated in "prudent investor" standards of behavior.
 - d. The ants are gone.
 - e. In Services and Staffing, Grimse noted that one of the Library's part-time employees has a new job, so the pool of temps is down. Becky Marks is willing to come in. The Trustees set the hourly remuneration for temps at \$10.92 and gave Grimse the authority to fill unexpectedly open hours with temps or volunteers (who may or many not be Trustees) as she sees fit.
 - f. The preliminary budget for FY 2010 was discussed.
6. In New Business:
 - a. An updated CIP is due October 2.
 - b. Fall clean-up is upcoming.
 - c. Sharon Taylor has been tasked with expanding the Volunteer Program past our one faithful volunteer to include other adults and some teenagers. One critical component before moving forward is establishing and dealing with liability issues.
 - d. Review of the Town Personnel Manual was tabled and deferred to the next meeting
 - e. It was noted that the Friends need a new coordinator of the plant sale because Marie Hussey has resigned from this position. The sale has grown large, and perhaps it

should be scaled down to historical levels. Another possibility is having more than one bake sale, the most recent one being quite successful.

f. Hussey returned the framed print she was safeguarding. It still needs to be appraised, so this matter will be on the October agenda.

g. Trustee Workshops were discussed. Grimse will attend one workshop focusing on budgets and another on risk management. White and Wick will accompany her for the latter, which is in Portsmouth on October 14 from 5 to 8 PM.

7. In Other Business:

a. The increasing gap under the basement door and the consequent uninvited presence of various little critters was noted and then examined by Rockefeller.

b. As moved by White and seconded by Wick, Donalee Brothers was invited by unanimous acclaim by those still in attendance* to be an Alternate Trustee. Brown accepted this appointment.

8. The next Trustees Meeting will be on Tuesday, October 13, 2009, from 4:30 to 6:00 PM in the children's room.

The meeting adjourned at 5:56, but it had temporarily adjourned at 5:12 for a non-public session and then re-adjourned at 5:14. In that time, Brothers and O'Brien left the room.

The To-Do List is as follows:

a. Wick: checking the history of the Library's Vanguard Account, both by looking through the records and by talking to former Trustee/Treasurer John Wolfe;

b. Rockefeller: updating the CIP, changing the dates but keeping the dollar amounts the same;

c. Brothers, White and Wick: fall clean-up, Friday, September 25, at 8:30 AM;
and

d. Rockefeller: weather-stripping the basement door.

Respectfully Submitted,
Adele Wick, Acting Secretary

*Fodero left at 5:15 for an American Idol concert with his daughters; O'Brien was picked up by her father very shortly thereafter.