

**Weeks Public Library
Trustees Meeting Minutes
Tuesday, October 13, 2009**

The meeting was called to order at 4:45 PM. Present were Director Denise Grimse, Assistant Director Sharon Taylor (for half the meeting), and Trustees Mark Fodero and Julie Gilson (both of whom arrived a tad late), Dale Rockefeller, Kate White, Adele Wick, and Alternate Donalee Brothers. Absent were Teen Advisor Ashlie O'Brien and Selectman Rep. Charlie Cummings.

The September Meeting Minutes were approved unanimously as amended and after being moved by Wick and seconded by Brothers.

The Directors Report was discussed. Special note was made of the likely 4% increase in 2009 circulation over 2008's record-breaking numbers and the remarkable success (attendance of 49) for the "Star Party".

\$90.00 in donations was unanimously accepted by the trustees after being moved by White and seconded by Wick.

Seven items were discussed in "Old Business". First was the new "Exit" sign, and the trustees decided to send Cummings, who made it, a thank-you note and also to ask him to bolster the base if possible: strong winds at present topple the apparatus. Second was the 2010 Budget due October 16. Grimse handed out her work and was commended for its completeness and inspiring introduction. The library is even more valuable to Greenlanders in a recession. Two key data – health and dental insurance rate increases – are not yet available, so Grimse noted that she had estimated 10% rises in these rates. Third was the volunteer program. Grimse handed out liability waiver and sign-up sheets; on the latter a small suggestion was offered and will be incorporated. Various ways of recognizing the volunteers (so far, four in number, not including the trustees) were suggested, including through book plates, the Town Meeting, another Cummings billboard/sign, the website, and the *Greenland Grapevine*. Fourth was the personnel manual. Grimse has been merging the old library manual with the current Town manual. All the work is done but the section on "discipline"; the trustees will be sent the town version and will bring their suggestions to the next meeting. Fifth was the framed print that used to be housed by Marie Hussey. Fodero agreed to take it to his home and get a professional appraisal. Sixth was "Fall Clean-up Part 2: Leaves". November 14 starting at 9 AM was set for this volunteer community effort, with November 15 starting at 1 PM as the raindate. Seventh, Grimse reminded White and Wick that all three had signed up for a risk-management workshop in Portsmouth on October 14; Grimse and Wick will carpool.

"New Business" featured four topics. First, Grimse told the trustees, at Taylor's request, that "Teen Movie Night" would feature *The Exorcism of Emily Rose*, a PG-13 movie with some religious aspects to it. The trustees voiced no concerns about this choice. Second, Grimse shared her detailed approach to minimizing the risk of H1N1: posters advocating

hand washing and explaining how best to cough, the placement of hand sanitizers throughout the library, etc. Third and fourth, she noted that both the stair carpet and the gutters need cleaning; for the former, White or Wick bring in their steamers if they still work, and, for the latter, Grimse will sign up our usual professional for the first weekend in November.

In “Other Business”, Wick summarized her search so far to discover the source of the Library Vanguard funds. Grimse asked how the trustees felt about name tags for the directors and staff, and the trustees said they preferred a board or poster with names and pictures. Grimse also mentioned the Friends’ program to recycle ink cartridges. Staples awards \$3 in points for each used cartridge it receives.

The next trustees meeting was set for Tuesday, November 10, starting at 4:30 PM.

The meeting adjourned at 6:12 PM, as moved by Wick, seconded by White, and unanimously approved by the trustees.

To-Do List

- All Trustees: study the “discipline” section of the Town’s personnel manual
- Brothers: purchase a thank-you note for Cummings
- Fodero: get the framed print appraised
- Grimse: ask Cummings to provide a more substantial base for the Exit sign
- Grimse: ask other libraries to share their Director Evaluation forms
- Grimse: send all trustees the aforementioned “discipline” section
- Grimse, White, and Wick: go to the risk-management workshop
- White and Wick: check out their carpet cleaners and volunteer functional ones
- White and Wick: evaluate the current Director Evaluation forms with new info

Respectfully submitted,
Adele Wick
Acting Secretary