

**Weeks Public Library
Trustees Meeting Minutes
Tuesday, November 10, 2009**

The meeting convened at 4:36 PM. Present were Director Denise Grimse, Assistant Director Sharon Taylor (near the end), Mark Fodero (arriving at 4:46), Dale Rockefeller, Kate White and Adele Wick, and Alternate Trustee Donalee Brothers. Absent were Trustee Julie Gilston and Teen Rep Ashlie O'Brian.

1. *Approval of the minutes* was moved by Rockefeller, seconded by White, and unanimously supported by vote.
2. *The Director's Report* was handed out and perused. Noteworthy are the decline in circulation for October 2009 compared to October 2008 and a YTD total 3.71% higher than last year. A Greenland Pre-School visit was quite successful. One child is wheel-chair bound, and the outside stairs to the Children's Room were cleared for her entry and exit. Greenland author Doug Zechel will be talking about his latest mystery; Zechel also runs Saunders in Rye. Staff evaluations revealed a clear need for more training, and many of the October workshops attended addressed that need. "Mango" and "Learning Express" are way too expensive for individual-library, but Grimse is exploring consortiums to reduce costs 80% (from \$1500 to \$300-350). Special maintenance included changing 4 smoke sensors for \$6 a piece.
3. White moved and Rockefeller seconded accepting \$353.25 in *donations*; the donations were accepted by unanimous vote.
4. Treasurer Wick signed *checks*.
5. *In Old Business*:
 - A. Grimse presented a revised *2010 Budget*. Most discussed was the probity of following the Town's self-insuring: raising deductibles to \$5000 for purchased health insurance to reduce costs and then, in the Library's case, putting \$10,000 into a kind of rolled-over health savings account to cover those high deductibles for any of the three individuals covered by insurance. The trustees decided to do what the Town has suggested. Payroll tax and retirement line items must also be adjusted.
 - B. It has been decided that funds in the Library's *Fidelity account* are available to pay for big projects. On September 30, the account was worth \$6,193.
 - C. The *Volunteer Program* is off and running. Margaret Ives shared a volunteer policy.
 - D. Revising the *Personnel Manual* is a Gargantuan task, and the trustees collectively lacked the discipline to have studied the "Discipline" section. So, they took meeting time to study it together.

E. *Fall Clean-Up Part 2: Leaves* is scheduled for 9 AM Saturday, with a rain date Sunday at 1 PM. It looks as if participation will be plentiful.

F. Fodero did his assigned homework on the *framed print* and shared the results with the board. He emphasized the difference between appraised value and actual sales price. On line, clearer but otherwise prints are selling for \$500; auction results range from \$500 to \$950. The frame has value, but it and the print should sell as a package deal. The trustees agreed that the print should be sold and directed Fodero to continue his conversation with his auctioneer friend.

G. The *stairs carpet* still needs to be cleaned.

6. In *New Business*:

A. It was agreed that the *Health Insurance Options* had already been discussed in the context of the budget.

B. The aged but expensive-to-replace *book drop* leaks during rainstorms. The problem is the door, and Rockefeller agreed to fix it.

7. Under the category of *Other*, a survey Town Hall is distributing was discussed, and the Trustees directed Grimse to hand out copies to everyone checking out books. The trustees also supported Grimse's plan to have former trustee Dick Fralick pick up Kensington Library's discarded bins and bring them to Weeks Public Library for Greenland use. Grimse reminded all that the Library budget will be presented Monday, November 30, at a selectmen's meeting starting at 7 PM.

8. The *Next Meeting* was scheduled for Tuesday, December 8, starting at 4:30 PM.

The meeting adjourned at 6:00 PM; White had to leave early, and did – at 5:42.

To-Do List

All: Finish "Discipline" work and fill out Director Evaluation.

Fodero: Call IT brother re: computer system and continue research on framed print.

Brothers: Buy donut holes for Leaf Volunteers with money donated by Rockefeller and contact White about bringing a tarp to Leaf Event.

Wick: Bring carpet cleaner and rakes to Library; write up minutes.

Grimse: Email Wick re: carpet cleaner.

Rockefeller: Get money to Brothers, bring tarp(s) to Leaf Event, and seal book-drop door.

Respectfully Submitted, 11/11/09,

Adele Wick
Acting Secretary

