

**Weeks Public Library
Trustees Meeting
Minutes
Tuesday, January 12, 2010
4:30pm**

Present: Adele, Kate, Ashlie, Donna, Dale, Denise, Julie. Absent: Mark
Meeting start time: 4:35PM

1. Approve minutes: The Minutes of the last meeting were approved as amended.
2. Director's Report: The Directors report was reviewed. Of note was that circulation was up 23.28% in December compared to last December.
3. Sign Checks: Checks were signed by Adele.
4. Old business:
 - a. Encumbered Funds: No encumbered funds.
 - b. Budget submitted to Budget Committee: The final budget was submitted to the Budget committee.
 - c. Personnel Manual: This is pending.
5. New items:
 - a. Candidates filing dates January 20-29: Dale and Julie need to file with the town office.
 - b. Funds for new catalog system: The funds for this expensive item will be funded from the Vanguard Account.
 - c. Review mission statement: We will review this at our next meeting.
 - d. Anything that comes up after this agenda is posted
6. Other: There was a discussion about the Friends. They continue to have low attendance at their meetings. We reviewed some upcoming Library programs, the Friends will be hosting one of the events.
7. Next meeting: February 9th 2010 at 4:30 PM

Adjourn time: 5:50 PM

My to do list: Mark and Julie are to meet with Marge at the Town Office to file for their new term.

Director's Report follows.

Weeks Public Library Director's Report January 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books	
	2009	2008		2009	2008	2009	2008	2009	2008
January	3,025	2,907	4.06%	18	14	155	123	56	41
February	3,167	2,803	12.99%	27	33	239	261	52	50
March	3,072	2,847	7.9%	27	27	323	226	60	57
April	3,258	2,756	18.21%	25	25	253	177	61	51
May	2,878	2,873	0.17%	20	34	192	356	58	53
June	3,767	3,550	6.11%	34	24	616	314	96	52
July	4,057	4,194	-3.27%	31	29	363	249	59	52
August	3,334	3,592	-7.18%	20	17	158	119	79	62
September	3,260	3,150	3.49%	24	23	249	193	84	62
October	3,197	3,329	-3.97%	20	25	255	218	67	48
November	3,265	2,930	11.43%	25	18	227	167	85	56
December	3,342	2,711	23.28%	30	17	357	175	66	45
YTD Totals	39,622	37,642	5.26%	301	286	3,387	2,578	823	629

Circulation: Circulation was up 23.28% in December compared to last December. The total year-to-date circulation up 5.26% over last year's record number of 37,642.

Collection: Items added in 2009: 2,267; Items withdrawn in 2009: 1,755. More weeding needs to be done.

Programming: The holiday beading program was canceled due to lack of registration. The book signing and reading by Greenland author Doug Zechel went well with 12 people attending. The teens had a fun holiday gathering with six attending. The two weeks of drop-in crafts attracted 155 attendees. This approach for Children's programming is working very well. The Frosty Express program for children attracted a manageable group of 41. January programs include the monthly book discussion and a one-stroke painting class for adults. The teens will have a guitar hero night. Children will have a movie, and a DDR afternoon. A Winter Wonderland is planned for all ages. In February, the Friends are hosting a NH Humanities Council Program entitled "True Stories from New Hampshire's Black History" on Tuesday, February 2 at 7pm. In March we will participate in the NH Big Read program featuring Harper Lee's book To Kill a Mockingbird. Programs scheduled so far as part of this state-wide program are a scholar led discussion on Wednesday, March 17 at 6:30pm and a program presented by the NH Audubon Society entitled "Since John James Audubon: 200 Years of Birds in New Hampshire" on Tuesday, March 30 at 6:30pm.

Meetings, Workshops and Conferences:

12/5 Community Vision Meeting: Kate White and Dale Rockefeller – Mostly talked about zoning.

12/11 Seacoast COOP meeting: Denise Grimse – Met with other Directors for the annual holiday meeting. A new president was selected, Andy Richmond of Rye. Scott Campbell at Langdon will be the secretary and Denise Grimse will continue as the Treasurer.

Annual dues were increased to \$15 to help cover the cost of guest speakers planned for 2010.

12/14 Friends: Denise Grimse – Only two members showed up, so without a quorum there was no official meeting. The three of us discussed the first of the upcoming Humanities Council programs hosted by the Friends. Denise agreed to help by creating the posters and submitting the press releases.

12/17 Health Insurance 2010: Denise Grimse – Met with Peter Chapel to discuss Flexible Spending Accounts and the change in health insurance plan. The library remains its own group and FSA is now an option though no one is enrolled for 2010.

Equipment: The last of the book bins arrived from Kensington thanks to Charlie and Matt Cummings. Wheels will need to be repaired on all the new units and a few of our old units.

Building: Furnace maintenance was completed on Thursday, January 31. All is well with the system. Dale Rockefeller installed a rubber seal on the book drop to address the leakage problem. The alarm system was triggered several times one morning. Burns Security came to inspect and adjust the system.

Town Report: The library annual report is due January 25, 2010.

Respectfully submitted,
Denise Grimse, Director