

**Trustees Meeting**  
**Minutes**  
**Tuesday, August 10, 2010**

**Present:** D. Grimse, D. Brothers, D. Rockefeller, M. Fodero, A. Wick, K. White,  
V. Morgan

**Meeting start time:** 4:40pm

1. Selectman's Report: Nothing at this time. Vaughn asked for clarification of dates for use of the Veteran's Hall as soon as those dates were finalized.
2. Minutes of July 3, 2010 were approved.
3. Donations of \$138 were accepted. Denise will write thank-you notes for 2 donations, one of which is specifically for children's books, and the other of which is dedicated to children's books, programs and supplies.
4. See Director's Report. The card catalog trainer presented two data bases during the training session, a choice that made it more difficult for Library staff. Although they ended the session with unanswered questions and not quite as comfortable as they hoped, they are continuing to learn the new system and plan to have it on the website early in September.
5. Adele Wick signed checks.
6. Old business:
  - a. Dale and Mark met with Scout McNeil regarding his proposed Eagle Scout project. He is having difficulty getting a response from the Council. Denise researched and found that the present ramp was built in 1989. It is agreed that if necessary the Board will consider other options to assure safety.
  - b. Received an estimate of \$420 from Patrick Mulligan of Natural Home and Deck Seal to scrape, sand, prime and paint exterior. Motion by Dale to accept, second by Mark, so voted.
  - c. 2007 Survey Review and 2011 projects were discussed. Approximately 35 of the items suggested or requested by the 2007 survey have been or are being done. Most other items were those that require additional space or new construction for the Library.
7. New business:
  - a. Volunteer Appreciation: Library staff would like to recognize the four volunteers who assist them in many ways. Denise and Sharon will get

certificates of appreciation and a gift for the departing senior who is leaving for college. Mark suggested a “Volunteer of the Week” picture be posted in the Library to make patrons aware of these assistants: Hillary Kayser, Margaret Moers, Becky Marks, and Donalee Brothers. If possible we would try to get them together for a small reception.

- b. A draft of the revised Personnel Policy Manual has been forwarded to Board members for review prior to next meeting.
- c. 2011 Budget
  - 1. Requests will include a \$400 increase for children’s programming and a request for additional staff for 15 hours/week.
  - 2. A 2011 Warrant Article discussion regarding Library expansion was tabled until next meeting due to time.
  - 3. A 2011 Technology Expendable Trust Fund was suggested for consideration. Other Libraries are doing this to try to keep ahead of the incremental costs of technology updating

8. Adjourn time: 6:15 p.m.

9. To do list:
- Honor Volunteers
  - Review Personnel Policy Manual

Next meeting: September 14, 2010

Director’s Report follows:

# Weeks Public Library Director's Report August 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	
								2010	2009	2010
<b>January</b>	2,917	3,025	-3.57%	18	18	189	155	84	56	
<b>February</b>	3,270	3,167	3.25%	34	27	288	239	74	52	
<b>March</b>	3,636	3,072	18.36%	35	27	325	323	91	60	1
<b>April</b>	3,544	3,258	8.78%	36	25	387	253	76	61	5
<b>May</b>	3,124	2,878	8.55%	16	20	150	192	91	58	3
<b>June</b>	3,964	3,767	5.23%	31	34	633	616	83	96	9
<b>July</b>	4,480	4,057	10.43%	35	31	430	363	81	59	18
<b>YTD Totals</b>	<b>24,935</b>	<b>23,224</b>	<b>7.37%</b>	<b>205</b>	<b>182</b>	<b>2,402</b>	<b>2,141</b>	<b>580</b>	<b>442</b>	<b>36</b>

2010	Learning Express	Mango Languages
<b>March</b>	8	7
<b>April</b>	6	7
<b>May</b>	14	7
<b>June</b>	8	16
<b>July</b>	2	2
<b>YTD Totals</b>	<b>38</b>	<b>39</b>

**Downloadable Books:** 2010 March through June statistics are corrected figures. eBooks statistics were mistakenly included in the Audiobooks totals when they should have been subtracted out.

**Donations:** \$138 needs to be accepted. \$30 was donated specifically for children's books and another \$60 was donated for children's books, programs or supplies.

**Programming:** Programming statistics include 92 people who came to the "Get Eaten by a Whale" program held during the Summer Fun, Jason's Run event. Summer programming is winding down. Staff will have a full report in September. Weekly raffles for children ended Friday, August 6. Drop-in crafts are available in the Children's Room from August 9-14. On Wednesday, August 18, Ronald McDonald presents "Ronald's Dive into Discovery Show". Ronald McDonald will entertain residents with a thirty minute magic show to encourage library use and reading fun. On Friday, August 27 an afternoon movie is planned. Teen summer reading runs through Labor Day weekend, weekly programs ended. The adult summer reading continues through Labor Day weekend.

Staff has a few things already scheduled for September. John Sammel will present information on the Asian Longhorned Beetle on Wednesday, September 1. Story time begins again on Thursday, September 16. A One-stroke Painting class is planned for Wednesday, September 23. The handwriting analysis program on Thursday, September 30 is planned for adults and teens.

**New Card Catalog System:** Library staff attended training with staff from Greenland Central School. We are making adjustments to the new card catalog to meet our specific needs. We hope to have it on the website in early September.

**CLiF Grant:** Revised budget figures and updated programming details were submitted for the second round of 2010 grant money.

**Meetings, Workshops and Conferences:**

7/9 Seacoast Coop: Denise Grimse – Raymond Mitchell of Trident Communications Group in Dover presented strategies and information on fundraising. Key points made during the presentation were that it takes years to develop the relationships which lead to donations and that all board members, friends and staff must promote the organization non-stop year round.

7/14 Summer Fun & Jason's Run Meeting: Sharon Taylor – Discussed where to put signs, who would be picking up drinks, what different organizations were bringing to support the race, timing of music in regards to start of race and number of entrants.

7/17 Summer Fun & Jason's Run: Dale Rockefeller helped with set-up and take down at the library and at the Green. Book Sale at the Library: Kate White, Donalee Brothers, Adele Wick, Joan and Steve Bishop, Denise Grimse, and Sharon Taylor. TAB Bake Sale at the Green: TAB members, Kristin Morrell, Sara Mueller, Mackayla Griffin and Lauren Velleca, Sharon Taylor and Donalee Brothers. Get Eaten by a Whale at GCS: Susan MacDonald, Denise Grimse, Donalee Brothers and Kate White. Friends Raffle: Joann Duncanson and Barbie Hazzard. Trustees Frozen T-shirt Contest: Dale Rockefeller. At the Green: Denise Grimse and Kate White. Book Sale made \$239.75, TAB Bake Sale made \$80 with goodies leftover for programs and the raffle for the Adirondack chairs brought in \$302. Coleen Penacho won the Adirondack chairs.

7/28 "Getting Beyond "It's Good . . .": Evaluating and Reviewing Books for Youth": Sharon Taylor - Started the Simmon's online workshop to improve her booktalking skills.

7/30 Seacoast Coop: Denise Grimse – Christine Collins, the director at New Castle, presented grant writing tips. She stressed two basic rules: make a case and keep it short. They need a story to tell!

**Building:** Casters on four more book bins were changed out. The cigarette sand bucket arrived and is being used.

Respectfully submitted,  
Denise Grimse, Director