

**Trustees Meeting  
Minutes  
Tuesday, September 14, 2010**

Present: D. Grimse, S. Taylor, D. Rockefeller, M. Fodero, J. Gilston, A. Wick, C. White,  
D. Brothers. V Morgan, Selectman rep. present until 5:00 p.m.

Meeting start time: 4:35 p.m.

1. Selectman's Report: Vaughn distributed a notice regarding the budget review to begin in October. He confirmed use of the Vet's Hall for Oct. 19 and persons who will be available to assist there. In regard to two other issues on the agenda: Vaughn will bring to the attention of the Selectmen the concern about a person loitering on the Library property and refusing to leave which has prompted calls to the Police Department by both Library staff and Church Sunday School staff. Further, Vaughn will try to arrange fall clean-up with Paul Hayden and perhaps some of the veterans who might volunteer. Vaughn also mentioned that Lowe's manager (Jose) has indicated a willingness to be involved in community concerns and might see that discounts are available in return for appropriate recognition of Lowe's contribution to the community.
2. Approve Minutes: Minutes of August 10, 2010 accepted with clarifications.
3. Unanimously accepted \$73 in donations.
4. Director's Report accepted as written.
5. Checks were signed by treasurer Adele Wick.
6. Old business:
  - a. Exterior Painting Progress Report: Painter was at the Library and left ladders but painting has not taken place due to rain.
  - b. The Spaghetti Dinner Fundraiser is set to go on Tuesday, October 19 under the capable management of co-chairs Fodero and Rockefeller. Dale reported that the Friends will provide for desserts. Hours of serving will be 5:00 - 8:00 p.m. with \$7 charge, \$20 for a family and take out servings will be available.
  - c. The Lia Sophia Fundraiser will be held at the Library on Tuesday, November 2<sup>nd</sup> from 7:00 to 9:00 p.m.
  - d. The draft copy of the Library Personnel Manual was reviewed with corrections and suggestions made.

- e. Draft Budget was reviewed as prepared and all agreed that the Library request for an additional staff person must go forward as planned irrespective of the Selectmen's request that the budget be no more than 2% higher than the total 2009 budget.  
Mark also suggested that Denise request \$1500 over a two year period rather than \$1000 over a three year period which she felt the Budget Committee would find more acceptable. Mark reported that he feels from discussions he has had in the community citizens are very enthusiastic about the Library and open to more financial support.

7. New business:

- a. Denise asked that the Board review the Library Behavior Policies again in light of an ongoing problem of loitering as indicated above.
- b. Heavy rain caused a separation at the end of the downspout which resulted in some flooding into the Children's Room. Kate will look into the problem.
- c. Fall Leaf Clean-up usually takes place in mid-November. We will wait on a report from Vaughn. Donalee has already done a lot of weeding and clean up.

8. Mark will attend the Friends of the Library meeting on October 18<sup>th</sup>.

9. Next meeting: Tuesday, October 12, 2010 in the Children's Room.

Adjourn time: 6:20 p.m.

- 10. [Addendum 09/16] Capital Improvement Plan Committee meeting Monday, September 20, at 6.p.m. at Town Office. Please plan to attend if possible.

C. White, Recorder

Director's Report follows:

## Weeks Public Library Director's Report September 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	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	439	363	81	59	18
<b>August</b>	3,856	3,334	15.66%	25	20	216	158	97	79	13
<b>YTD Totals</b>	<b>28,791</b>	<b>26,558</b>	<b>8.41%</b>	<b>230</b>	<b>202</b>	<b>2,627</b>	<b>2,299</b>	<b>677</b>	<b>521</b>	<b>49</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>August</b>	0	0
<b>YTD Totals</b>	<b>38</b>	<b>39</b>

**Donations:** \$73.00 needs to be accepted.

### **Programming:**

Summer programming for children ended with a pirate day, a drop-in craft week and the Ronald McDonald visit. The 5<sup>th</sup> and 6<sup>th</sup> graders and the teens finished the summer with gaming nights. The "Reduckulous" photo contest for the teens had three entries, all won prizes provided by the TAB board or vendors. The weekly bridge program for beginners began in August and was very successful. It continues through mid-October.

September programming began with a presentation by John Sammel. He presented information on the Asian Longhorned Beetle. Younger children had a chance to participate in a Gaming Day. TAB met on September 9<sup>th</sup>. Book talks are scheduled for junior high students. Story time begins again on Thursday, September 16. An All Ages Dance Dance Revolution is scheduled for Friday, September 17. The One-stroke Painting class is planned for Wednesday, September 22. Banned books week is the last week in September. Teens will use chalk to write titles of challenged books on the bricks leading to the library to celebrate, "Think for Yourself and Let Others Do the Same." Samples were mailed for the handwriting analysis program on Thursday, September 30. A week of fall crafts is planned for children.

Looking ahead to October, the Friends will host the NHHHC program, Witches, Pop Culture and the Past on Tuesday, October 5. The Trustee coordinated Friends spaghetti dinner will be held at the Vet's Hall on Tuesday, October 19. Local author, Chuck Galle will read and sign copies of his memoir, Stories I Never Told My Daughter: An Odyssey on Wednesday, October 27. The annual Friends' sponsored Halloween party for children is planned for October 22.

### **Summer Reading Program Review:**

**Children:** "Make a Splash: Read!" was the theme this year. The program ran from the last day of school, June 18 to August 18. Summer Reading Program Manuals were obtained from the Collaborative Summer Library Program (CSLP) with CHILIS funding. This was the first year New Hampshire libraries adopted the national theme instead of creating a unique program just for New Hampshire. With CSLP, librarians across the nation share ideas, expertise and costs to produce a high-quality summer reading program for children. A variety of materials were purchased through the program vendor and program ideas were used to create the programs offered at the library this summer.

The kick off was our annual Cow Day event. A new little calf was presented by Cynthia Smith of Great Bay Farm. What a little beauty! Cow puppets were designed, ice cream was eaten and butter was made. A great time was had by all and we had a great response from the community for this event, 188 people attended. A Friday Flick shown before the 4<sup>th</sup> of July holiday was surprisingly well attended with 8 people enjoying the recent DVD release of Percy Jackson and the Olympians: The Lightning Thief.

Fifty children, kindergarten through fourth grade, signed up for the summer reading program. The children tracked their reading with a coloring sheet this year. They colored one water related image for every book read. When completed sheets were turned in, children wrote their names and the number of books read on sea shapes. Shapes were posted on the wall. Weekly raffles were used this year instead of the treasure chest. A child could enter their name into the raffle every week. Three names were drawn each week and the winners received gift bags. These bags contained crafts, games and small toys. All were well received by the winners. Fifth and sixth grade readers were in their own group again this year.

The library materials were heavily used this summer as the statistics show but that did not translate into Summer Reading numbers. Many children read this summer but they chose not to record it. Some parents were also not interested in tracking the reading. Their children read, so why bother with the sheets and posting. The program needs to be reworked to make it more attractive to the children doing the reading. Some patrons were disappointed there was no treasure chest this year. The prize chest did not work well last year, so the weekly raffles were tried this year. A better plan is needed for next year.

The activity programs for K-4<sup>th</sup> were held on Tuesdays at 11am and again at 6:30pm. Five programs were scheduled. All were well received. A total of ninety-eight people attended.

Three special programs were scheduled for children, Tide Pools presented by the Seacoast Science Center, a puppet show performed by Carol & Crew and Ronald McDonald's magic show. The puppet show attracted 40 people, the tide pool drew 22 and 18 people attended Ronald's show. Special events attracted a total of 80 people. The Drop-In Summer Craft week was August 9-14. Seventy people came to make a

variety of crafts.

“Get Eaten by a Whale” was presented by the Blue Ocean Society at the Greenland Central School as part of the Summer Fun Jason’s Run annual event. The library arranged the visit and offered a special craft for this event. Ninety-two people came to see the whale and many stayed to make the special ocean mammal book.

Story Time ran right through the summer, July 1 thru August 5, on Thursdays at 10am. Attendance was very good. One hundred twenty-six people attended. These are the highest numbers ever for summer story time sessions.

A total of 28 programs were offered for children this summer and 662 people attended summer reading programs or special events organized for children. It was a successful summer program. Activity programs went well especially with the extra staffing to help with setup, photos, project assistance and clean-up. Programs were also well attended. Running the same program twice on one day at different times worked very well and is worth doing again. The first week and the last week had the lowest numbers. The boat building program and the fish CD craft and movie night were the two best attended programs.

Throughout the summer, the Children’s Room was very busy. The grade specific book lists were popular as were the genre boxes set-up on top of the shelves (baseball, girls, non-fiction and first chapter books). There were many special requests for titles not owned. Some requests were filled through Interlibrary Loan while many other titles were purchased.

Tracking summer reading for young readers needs to be improved. It needs to be easy to complete and fun to do. Also it needs to be something the parents are willing to manage. And lastly, it needs to be affordable. That’s the goal for next year.

**5<sup>th</sup> & 6<sup>th</sup> Graders:** “Make a Splash: Read, create and do!” was the theme for this year’s program. The program was designed to expand on the “Make a Splash: Read” program for younger children and to provide middle school children with programs just for them. It ran from the last day of school, June 18 to August 6. Splash cards were created to track reading and activities. Options included reading, attending programs, listening to music, completing an activity sheet, posting jokes and poems and a free choice option. Only three activities were required to earn a raffle ticket. Prizes, \$5 gift certificates to Walmart and Target, were provided by the Friends. Six children turned in one or more Splash cards and \$70 worth of prizes were given out.

To go along with the reading program, five evening programs were scheduled, a movie night, a gaming night, a ship building night complete with a fuzzy dude crew, a Shark Zone night and a photo mania night. Total attendance was 30. A splash board was hung to post any jokes or poems submitted. Only one 6<sup>th</sup> grader submitted jokes. The shark jokes from the Shark Zone program were added. The board was enjoyed by younger children who then wanted to post their jokes and asked for joke books. Programs were well attended, fun and a success. Tracking reading and activities was not popular. Last year’s reading time cards were not popular either. Tracking reading continues to be a challenge.

**Teens:** The Summer Reading Program for teens was “Make Waves @Your Library.” It began June 1 and ran through Labor Day. A wave card was used to track reading and activities. Twenty-one teens read over 240 hours and entered the weekly raffle contests. \$150 worth of prizes were given out. The Friends of the Library provided money for gift

certificates to Cold Stone Creamery, Game Stop and Target. Five programs were planned on Thursday nights. Twenty teens attended programs with the most popular program being the Live Clue game. Three poems were written for the teen webpage.

There was a lot of initial interest in the Reduckulous photo contest but not much completion. Despite emails and phone calls only three teens turned in photos. The entries were awesome and each deserved a prize! Prizes included \$25 from TAB, an mp3 player docking station and a digital camera, thanks to promotional gifts from vendors.

The Teen Advisory Board held a Bake Sale during Summer Fun Jason's Run. TAB members baked as did staff and many members of the community. Five TAB members sold baked goods at the school and on the Green. The unsold baked goods will be served at future teen programs. The group made \$80 to be used for TAB pizza and teen programs.

Attendance was low at the programs and some possible explanations include: teens were away, teens were not interested in programs offered, teens found other activities more interesting or the weather was too nice! At the September TAB meeting, 11 members were asked if they went away during the summer, 8 responded yes. Several of the 11 attended camps, a few visited relatives for extended periods and some went on family vacations. At a Young Adult Librarian Services meeting in September, other teen librarians mentioned similar attendance experiences this summer.

**Adults:** The program, "Water Your Mind," began Memorial Day weekend and ended Labor Day Weekend. A book display featuring water related titles was set-up. Forty-eight people signed up to track their reading, 34 read at least five books to earn a raffle ticket. The Friends donated a \$50 gift card to Portsmouth A La Carte for the grand prize. Other donations were acquired including a \$50 Target gift card, a \$10 Best Buy gift card, and several promotional items from vendors. During the summer reading program, 30 programs were offered. Programs included continuing programs like the monthly book discussion, cribbage nights and the Friday Morning group. Special programs scheduled included the Ghost Quest lecture, the Criminal Homicide lecture featuring Greenland CSI, a moon rocks viewing and the first bridge lesson. Total attendance was 201.

**New Card Catalog System:** The new card catalog is available to residents through our website and all the public computers in the building. Several patrons have created usernames and PINs to renew, reserve and rate items from home or office.

**CLiF Grant:** Weeks Public Library was awarded a CLiF Library Sponsorship. We are one of twelve recipients in this round. This sponsorship includes \$2,000 worth of brand-new children's books for the Children's Room, a storytelling presentation at the school and a storytelling event for a local preschool childcare program of our choosing. Susan MacDonald is coordinating the book selection, library programming and the storytelling presentation.

**Meetings, Workshops and Conferences:**

8/26 YALS (Young Adult Librarian's section of the New Hampshire Library Association): Sharon Taylor – The group met in Wilton for their summer meeting. Summer programming was one of the topics discussed and many libraries experienced low attendance at teen programs.

8/27 Seacoast Coop: Denise Grimse – Bobbie Slossar from the State Library, was available to answer questions about eBooks.

8/30 “Getting Beyond “It’s Good . . .”: Evaluating and Reviewing Books for Youth”:  
Sharon Taylor - Completed the Simmon’s online workshop. She has many handouts to share for writing book reviews and book talks for young people.

**Building:** The roof leaked at the northwest dormer during the August 25<sup>th</sup> nor’easter. During the same storm water came into the Children’s Room at the emergency exit door and along the foundation near the door due to a separated downspout and the poorly designed drain.

Respectfully submitted,  
Denise Grimse, Director