

**Weeks Public Library
Trustees Meeting Minutes
Tuesday, November 9, 2010**

Present: D. Grimse, D. Rockefeller, A. Wick, C. White, J. Gilston, D. Brothers, V. Morgan, at 5:10 p.m. S. Taylor. Absent M. Fodero.

Meeting start time: 4:35 p.m.

1. Selectman's Report: a) In regard to Fall cleanup Paul Hayden has been doing the raking. Veterans will not be available to help after November 20th because of the Christmas tree sale. He suggested that some of the major pruning projects be postponed until early spring. b) He spoke to the Police Chief about the issue of loitering and the Chief said to continue with the policy of calling the police if necessary. Despite an unfounded rumor Denise reports that to her knowledge there has been no further problem lately. c) No date has been set for a budget meeting with the Selectmen.
2. Approval of the minutes of October 12, 2010 was postponed until next meeting.
3. Donations in the amount of \$50 were accepted.
4. The Director's Report was accepted as written.
5. Treasurer Wick signed checks
6. Old business:
 - a. Exterior Painting--Painter has promised to carry this out as soon as he has several consecutive days of dry weather.
 - b. Building Plans Update: J. Gilston will contact Cass again about copies.
 - c. AC Snow Cover is on D. Rockefeller's list.
 - d. Ramp Update: D. Rockefeller has been investigating and pricing necessary materials with a possible discount at Lowe's. After discussion regarding replacing only the worst boards at this time or repairing the entire ramp it was voted to expend \$470 from the maintenance budget and to do a total repair. D. Rockefeller is volunteering the labor for this project.
 - e. DVDs Update. V. Morgan will follow up with Detective Kurkle regarding the missing DVD's which are still being held in evidence.
 - f. The Personnel Policy is close to being complete thanks to the arduous labor of A. Wick and D. Grimse. A few fine points need to be clarified in consultation with the Town Manager.
 - g. After investigation by A.Wick it was voted to move the Vanguard Account to a no monthly fee Project MM account. Adele agreed also to look into the Citizen's Bank Coin and Fee Book for business accounts for any changes in bank regulations and charges.
7. New business:

- a. Voted to expend a \$995 one time fee from the Project Account (Vanguard) for a “bare bones” Authority Control Module, a subject category browser system.
- b. Denise reported on the LGC Health Insurance Rates which reflect a 14.12% increase in 2011.
- c. Holiday Schedule: The Library will be closed on Friday, December 24, Saturday, December 25, and also Friday, December 31 and Saturday, January 1, 2011.

8. Other:

a. Teen Advisor: A. Wick asked whether or not there was any interest in replacing a teen advisor on the Board. S. Taylor will inquire but states that the teens are very busy people!

b. Friends Meeting: Friends felt the spaghetti dinner was a great success. Thank-you notes still need to be sent to Target and Me and Ollies.

A barbeque dinner has been suggested as a fund raiser in the Spring.

V. Morgan reported for planning purposes that the Veterans will be requiring a written request and a \$75 charge for the use of the veteran’s Hall (a \$150 deposit with \$75 refunded.).

c. S. Taylor reported that the Friends plan to do a reminder follow-up for the membership drive. Also discussed was the cost of the Museum of Fine Arts passes.

d. D. Brothers volunteered to attend the Friends meeting on December 13.

9. **Next Meeting:** Tuesday, December 14, 2010 at 4:30 p.m.

Adjourn time: 5: 40 p.m.

C. White, Secretary

Director’s Report follows:

Weeks Public Library Director's Report November 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	
	2010	2009		2010	2009	2010	2009	2010	2009	2010
January	2,917	3,025	-3.57%	18	18	189	155	84	56	
February	3,270	3,167	3.25%	34	27	288	239	74	52	
March	3,636	3,072	18.36%	35	27	325	323	91	60	1
April	3,544	3,258	8.78%	36	25	387	253	76	61	5
May	3,124	2,878	8.55%	16	20	150	192	91	58	3
June	3,964	3,767	5.23%	31	34	633	616	83	96	9
July	4,480	4,057	10.43%	35	31	439	363	81	59	18
August	3,856	3,334	15.66%	25	20	216	158	97	79	13
September	3,315	3,260	1.69%	30	24	315	249	91	84	18
October	3,455	3,197	8.07%	31	20	359	255	91	67	8
YTD Totals	35,561	33,015	7.71%	291	246	3,301	2,803	859	672	75

2010	Learning Express	Mango Languages
March	8	7
April	6	7
May	14	7
June	8	16
July	2	2
August	0	0
September	0	6
October	7	2
YTD Totals	45	47

Donations: \$50.00 needs to be accepted.

Programming:

October programming statistics include bridge practice nights and lessons, the annual Halloween party and a week of drop-in crafts. Ten teens attended the October Teen Advisory Board meeting. They read book reviews and chose books for the collection. They also discussed ways to raise money. Two committees will explore the suggested options during November and report back in December. TAB will not meet during November because of the two Thursday holidays.

The Friends' Lia Sophia fundraiser was Tuesday, November 2 at 7pm. A NHH program, French-Canadian Music and its Cross-Cultures is tomorrow, Wednesday, November 10 at 6:30pm. The CLiF Celebration is Friday morning, November 19 at the school. November programs will also include two Friday Flicks, a week of drop-in Thanksgiving crafts, the monthly book discussion, and a teen duct tape project.

December begins with two holiday gift making events and a holiday stamping program for children. Story times resume on December 2 after a short break in November.

Greenland resident David Phreaner will perform "A Child's Christmas in Wales" for an adult holiday program. The annual children's holiday party is planned for Friday, December 17.

Meetings, Workshops and Conferences:

10/8 Great Stone Face: Susan MacDonald – This was the second meeting for the year with good attendance, 12 were present. Some great books were added to the list of contenders and other titles were discussed. The group also discussed selling GSF materials at the fall CHILIS Conference on the 28th.

10/12 Facebook Training: Denise Grimse – Attended the Facebook training session offered by the State Library in hopes of setting up a Facebook account for the library.

10/14 YALS (Young Adult Librarian Services): Sharon Taylor – Attended the group's meeting at the Whipple Free Library in New Boston. The group discussed the possibility of a stand-alone conference featuring a young adult author, among other things. Sharon is the new vice-president of the group.

10/18 Friends Meeting: Sharon Taylor and Trustee Mark Fodero – Spaghetti dinner details and 2011 NHHC program selections were discussed. A few Friends stayed and had fun with Wii bowling.

10/19 Spaghetti Dinner Fundraiser: Mark Fodero, Dale Rockefeller, Adele Wick, Julie Gilston, Kate White, Donalee Brothers, Denise Grimse, Sharon Taylor, and Susan MacDonald – Trustees Fodero and Rockefeller coordinated the event, the other Trustees worked and attended, staff and Friends baked, worked and ate, residents came to eat and it was a big success!

10/28 CHILIS Conference: Susan MacDonald – The conference featured two speakers. The first presented ideas on merchandising and marketing your library space. Signage and seating in a children's room were discussed. Our current space issue limits our ability to provide comfortable seating areas in the Children's Room but computer generated signs are very doable. The second speaker addressed dealing with difficult/aggressive patrons. He provided good advice and tips for defusing angry patrons and resolving problems. Also he provided guidance in knowing when assistance is needed and when to call the police. Safety of staff and patrons was stressed.

10/31 Readers' Advisory, NoveList and NoveList K-8 Recorded Webinar: Sharon Taylor – Watched the recorded webinar which highlighted new features of the revised and updated online NoveList products.

Building: Trustee Kate White stained the top stair to the Children's Room and then painted a yellow strip for safety. Trustee Dale Rockefeller changed the pneumatic door closer. Paul Hayden has been doing leaf cleanup on his regular lawn mowing days.

Respectfully submitted,
Denise Grimse, Director