

WEEKS PUBLIC LIBRARY
Trustees' Meeting
Tuesday, December 14, 2010

Present: D. Grimse, D. Rockefeller, M. Fodero, A. Wick, C. White, D. Brothers,
V. Morgan
Start Time 4:30 p.m.

1. Selectmen's Report V. Morgan provided a written summary of the Selectmen's review of the proposed 2011 budgets submitted from General Government, Police Department, Public Works, Recreation and the Library. Departments are scheduled to meet with the Budget Committee at 6:30 p.m. tonight.

2. The **minutes** of October 12 and November 9 were accepted with minor corrections. In reference to the need for a person to take Library trash to the transfer station, D. Brothers has volunteered for this service.

3. Unanimously voted to accept \$4,927 in donations and \$205 in grant monies.

4. The **Director's Report** was accepted as written. Ramp has been rebuilt by D. Rockefeller and M. Fodero. Exterior painting completed and gutters cleaned. Cost of having the fire extinguishers inspected was \$79.35.

5. Old Business:

Library expansion plans were dropped off but the basement plans were missing. J. Gilston will follow up.

D. Rockefeller and M. Fodero will place a **cover** over the AC unit to prevent damage from ice and snow.

A. Wick has contacted **Citizen's Bank** and has created two accounts: a Savings Project Account with a transfer of money from the Vanguard account and a MM Building 2 Account.

A. Wick and C. White will prepare signature cards.

Several Teens have expressed an interest in attending Trustee meetings and would like to take turns. Guidelines for their participation needs to be developed to assist them in the role of **teen advisor**. Tabled to next meeting.

Personnel Policy Manual is essentially complete and needs final review. Tabled to next meeting.

6. New Business:

Bank deposit slip showed a \$.06 discrepancy. A. Wick will clarify.

Internet filtering on the computers in the children's room is causing the children to take over the computers upstairs to play a shooting game. First remedy: Denise will see if she can lessen the filtering somewhat. We need to make a decision. Other libraries do not filter.

Computer breakdowns and old software are a continuous problem. Plan is to develop a long term plan for upgrades and replacements. J. Gilston suggested that we get outside help for this project because staff have tremendous time constraints. Further discussion also tabled due to Board's own time constraints this evening.

December staffing will be tight due to vacation and holiday time. A. Wick asked that we be called if a problem arises and a second person needs to be available in the Library.

Denise described funds to be encumbered.

J. Gilston suggested having the Friends look into Got Books as a fund raiser and Provided information about this program.

7. No **other business** was discussed as the Board had to adjourn to attend the Budget Committee meeting at 6 p.m.

8. Next meeting: January 11, 2011

Meeting adjourned at 5:50p.m.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report December 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	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
November	3,595	3,265	10.11%	25	25	433	227	102	85	7
YTD Totals	39,156	36,280	7.93%	316	271	3,734	3,030	961	757	82

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
November	1	2
YTD Totals	46	49

Donations: \$4,927 needs to be accepted.

Grants: \$205 needs to be accepted.

Programming:

Statistics include the three CLiF storytelling sessions at Greenland Central School. The CLiF Celebration went well at the school and NH author Marty Kelley did a fantastic job of encouraging reading. The Friends' Lia Sophia fundraiser and necklace raffle made \$285. The NHC program, French-Canadian Music and its Cross-Cultures, was excellent and very well attended. The two Friday Flicks, a week of drop-in Thanksgiving crafts, the monthly book discussion, and a teen duct tape project were other successful programs organized and run by staff. The teens had lots of fun at Duct Tape DooDads where they made wallets, a change purse, drinking cups and even a skirt, all out of

versatile duct tape.

December began with two holiday gift-making events and a holiday stamping program for children. Story times resumed on December 2 and continue to be well attended. "A Child's Christmas in Wales" was an intimate holiday gathering. The annual children's holiday party is planned for Friday, December 17.

Staff has planned the CLiF Books Celebration for Friday, January 21 at 2pm. The event will include a "book" cake, a craft and selected stories from the collection of new CLiF books.

The Friends have scheduled the NHC program, "Baked Beans and Fried Clams: How Food Defines a Region" with Eddie Clark for Tuesday, February 1 at 6:30pm.

Collection: The Authority Control Module has been launched in Atrium. Patrons will now see a subject browse list on the right when they have submitted a search and staff has a subject browse button when cataloging. Detective Kurkul returned 30 of our missing DVDs. Several were kept for evidence. Many others are still missing.

Meetings, Workshops and Conferences:

11/3 Organizing Your Life with Evernote Training Session: Denise Grimse – Bobbie Slossar at the State Library presented the free workshop. She demonstrated this free online application to organize notes, emails, data, reference work and to-do-lists.

Evernote can be downloaded to computers or mobile devices for access from anywhere.
11/4 NHLA Fall Conference: Sharon Taylor - The topics included Teen MisBehavior and Rural Librarianship.

11/5 Seacoast Coop Meeting: Denise Grimse – Met with other Directors to discuss budgets, assess the progress of the state-wide database project and review updates from the State Library. The group also discussed creating a Seacoast Consortium like GMILCS which serves the libraries of Amherst, Bedford, Derry, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Southern New Hampshire University, New England College and the New Hampshire Institute of Art.

11/8 Friends Meeting: Sharon Taylor - Discussion came up about getting more members to renew their memberships. There was talk of another mailing to encourage renewal but the cost is prohibitive. The Friends voted to supply the refreshments during the holiday season again this year. A sign promoting the Friends will be on display with the hot cider and cookies. The refreshments will be available beginning December 1. Sharon will pick up the goodies and the Friends will reimburse her.

11/9 Health-Related Databases Webinar: Denise Grimse – This was another free online training class offered by EBSCO. The presenter demonstrated Health Source: the Consumer Edition and the Consumer Health Complete on EBSCOhost, databases provided by the State Library.

11/12 Great Stone Face: Susan MacDonald – The group discussed the titles suggested so far for the 2011-12 list and added new titles for consideration.

11/18 2010 LGC Annual Conference: Denise Grimse – Attended the following sessions: "Busted! Surviving a NH Department of Labor Audit", "11 'Must-Knows' on Technology for Managers", "A Fair and Effective Approach to Employee Discipline and Discharge," and "Website Content Management on a Tight Budget."

Building: The fire extinguishers were inspected. The gutters were cleaned. The ramp

was repaired by Trustees Dale Rockefeller and Mark Fodero. The exterior painting was completed.

Respectfully submitted,
Denise Grimse, Director