

WEEKS PUBLIC LIBRARY
Trustees' Meeting
January 11, 2011

Present: D. Grimse, D. Rockefeller, C. White, D. Brothers, J. Gilston.

Absent: A. Wick

Late arrivals: M. Fodero (4:55) S. Taylor (5:05)

Start Time: 4:35

1. No Selectmen's report.

2. Minutes of December 14, 2010 accepted with corrections:

Budget Committee meeting at 6:30 tonight..

A. Wick has contacted Citizen's Bank and created two new accounts: a savings Project Account from funds transferred from the Vanguard fund and a money market Building 2 Account.

3. \$4,830 in donations unanimously accepted. \$4750 anonymous donation to Building 2 Account; \$78 to operating funds (checking and MM), \$2 to keep building fund checking account active.

4. Director's report accepted as written. Denise reviewed YTD figures and changes in programs:

	2009	2010
Children	133	162
Teen	45	40
Adult	123	137

5. C. White signed checks.

6. Old Business:

D. Rockefeller has moved cover over air conditioning unit.

The \$0.06 bank account discrepancy question awaits input from A. Wick.

Input for a job description for a teen advisor is still needed.

The Personnel Policy was reviewed further and several changes and clarifications made.

The question of internet filtering remains. S. MacDonald, Children's Librarian is comfortable with children using the unfiltered computers. However this does not solve the problem of the adult computers being taken over and adults having to use the children's computers. M. Fodero asked if Denise would do a survey of other library regarding their policies.

Computer problems continue to exist. Denise was unable to get on the Internet on the laptop she took home to fix. M. Fodero suggested a possible fix - results to be seen.

7. New Business:

Denise received a quote from ADP for Workman's Comp. insurance which is \$29 less than our present coverage with Hartford. D. Rockefeller suggested that we not change. After discussion, M. Fodero agreed to contact the Hartford representative with this information and hear their response.

Bills have been paid; no funds will need to be encumbered.

Filing dates for candidates for office are **January 19 -28**. In the absence of A. Wick it was unanimously agreed that of course she will file!

A parent has indicated a desire that her wheelchair bound child could participate in activities in the children's room since the child was carried into the basement with a group from school and enjoyed his experience so much. Because the hazards of allowing this are obvious, M. Fodero suggested that a letter to the Selectmen be sent to advise them of our inability to honor this request. C. White, as secretary, will do same.

Denise has requested copies of Trustees' minutes for 2005 for clarification. These do not seem to be present in the Library files. C. White will obtain these.

The next Budget Committee meeting will be on Tuesday, January 18. (assume 6:30p.m. unless otherwise notified.)

Julie Gilston will be the Trustee representative at the Friends meeting on **February 7**. She will talk with them about Book Drop as a possible fund raiser.

The Director's annual review has been completed and was delivered to the co-chairs.

8. Next meeting: February 8, 2011 at 4:30 p.m.

Respectfully submitted, C. White, Sec.

Trustees' To Do List:

C. White: Minutes, 2005 Minutes, Selectmen's letter after meeting with Children's Librarian.

M. Fodero: Call Hartford Rep.

J. Gilston: attend Friend's meeting.

A. Wick: File! Find the 6 cents.

Co-chairs: review of Director's evaluation with Director

All: Teen advisor job description and final (hopefully) review of Personnel Policy.
Budget Committee meeting

Director's Report follows:

Weeks Public Library Director's Report January 2011

	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	95	60	1
April	3,544	3,258	8.78%	36	25	387	253	77	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	86	96	9
July	4,480	4,057	10.43%	35	31	439	363	84	59	18
August	3,856	3,334	15.66%	25	20	216	158	93	79	13
September	3,315	3,260	1.69%	30	24	315	249	94	84	18
October	3,455	3,197	8.07%	31	20	359	255	95	67	8
November	3,595	3,265	10.11%	25	25	433	227	102	85	7
December	3,289	3,342	-1.59%	23	30	202	357	91	66	5
YTD Totals	42,445	39,622	7.12%	339	301	3,936	3,387	1,066	823	87

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
December	0	2
YTD Totals	46	51

Donations: \$4,830 needs to be accepted.

Downloadable Statistics: The above monthly statistics for downloadable audiobooks were corrected as needed to match the report received from the State Library.

Programming:

December programs included three holiday-project days for children, the TAB meeting and movie night for teens, an adult performer and the monthly book discussion for adults, the annual children's holiday party sponsored by the Friends and four days of holiday drop-in crafts.

With the assistance of a volunteer, Becky Marks, I am offering two new adult programs in January. Becky will run one-on-one tutoring sessions by appointment and I will offer an awareness lecture introducing our new online services. Other January programs

include a Friday Flick for children, the monthly book discussion for adults, a TAB Meeting and a gaming night for the teens, an All Ages Dance Dance Revolution afternoon, and the CLiF Celebration which will feature stories, crafts and cake.

Looking ahead to February, the Friends are hosting a NH Humanities Council Program, "Baked Beans and Fried Clams: How Food Defines a Region" with Edie Clark, on Tuesday, February 1 at 6:30pm. Staff has planned candy-making programs for teens and children.

Meetings, Workshops and Conferences:

12/13 Friends Meeting: Denise Grimse and Donalee Brothers – Discussed fundraising events, NHHC programs and prepared note cards for sale. Susan MacDonald's request for funds was approved.

12/14 Budget Committee Meeting: Denise Grimse, Mark Fodero, Dale Rockefeller, Kate White, Adele Wick, Julie Gilston, and Donalee Brothers – Presented the 2011 budget to the committee.

Respectfully submitted,
Denise Grimse, Director