

**WEEKS PUBLIC LIBRARY  
Trustees' Meeting  
February 8, 2011**

**Present:** D. Rockefeller, J. Gilston, C. White, D. Grimse, D. Brothers, joined by M. Fodero at 4:50p.m. and S. Taylor at 5:05p.m.

**Absent:** A Wick and Selectman representative V. Morgan.

Meeting start time: 4:35p.m.

1. Selectman's Report: D. Grimse shared an e-mail from V. Morgan who was unable to be present. The e-mail, in response to the Board's letter to the Board of Selectmen regarding inaccessibility to the Children's Library, offered several suggestions the Selectmen made as viable options. The Board agreed that none of these suggestions actually solved the problem and/or would require additional staff to carry out. In the absence of V. Morgan further discussion was tabled.
2. The minutes of January 11 and January 31 were accepted with minor corrections.
3. Donations of \$97 were unanimously accepted. \$65 of that amount is specifically earmarked for children's books, movies and/or programs by the donor.
4. The Director's report was accepted as written noting that the January circulation totals reflect a 17.9% increase over January 2010.
5. J. Gilston offered to represent the Board at the Friends of the Library meeting in March to follow up on her suggestion for a book drop for used books.
6. C. White signed checks.
7. Old Business:
  - a. Bank account discrepancy update pending since A. Wick was unable to attend.
  - b. D. Rockefeller shared a suggested job description for a teen advisor with S. Taylor who will present it to interested teen patrons.
  - c. D. Grimse completed a survey of area libraries concerning Internet filtering. No libraries filter. Filtering is only required if a library receives federal funds for Internet connection. Among the polled libraries most agree that proper computer usage is best handled by monitoring behavior and the number of persons using a computer.
  - d. D. Grimse made final additions to the Library Personnel Policy based on information from the workshop she attended at the Local Government Center in Concord for Municipal and School Employees. The Library Personal Policy received final approval and was approved and signed by the Trustees. D. Grimse will run off copies for staff. (A great job done.)
  - e. All were reminded of the Budget Committee Public Hearing on February 9<sup>th</sup> at 7 p.m. at Greenland Central School. School Librarian, Sue Bacon cannot attend but agreed to send e-mails to the Budget Committee in support of the Library.
8. New Business:
  - a. Two employees have reached 10 year employment anniversaries and will now earn an additional week of vacation. Since one of these was due and missed in 2009 (and not caught by the employee nor the Director) that time will be made up to her this year.

b. Winter has not been kind to the Weeks Public Library. D. Grimse reported on damage to the ramp, front railing and a basement window. The emergency exit stairwell has had to be cleared by D. Grimse and S. MacDonald. C. White and C. Smith shoveled a path from the top of the stairwell exit to the parking lot. M. Fodero suggested strongly that since the Library is a Town building the Town must assume responsibility for repairs and maintaining a safe exit. He will speak to the Town Manager about this.

c. D. Grimse will be preparing the State Report which is due April 30, 2011. (Another reason, more clerical help is needed within the Library to assist the Director.)

d. The Greenland Memorial Day parade is scheduled for Monday, May 30, at 10 a.m. S. Taylor: will ask the Teen Group if they will work on a project for the parade.

e. Summer Fun and Jason's Run is scheduled for Saturday, July 16. The Trustees will prepare a frozen t-Shirt contest, library staff will arrange for a puppet show to be held on the Green and the book sale will be held at the Library.

9. Important dates: Public Hearing: Wednesday, Feb. 9, 2011- 7p.m. GCS  
Town Meeting: Saturday, March 12, 2011 - 9 a.m. GCS

10. Next meeting: Tuesday, March 15, 2011 - 4:30 p.m. WPL

Adjourned: 5:45p.m.

Respectfully submitted,

C. White, Secretary

Director's Report follows:

## Weeks Public Library Director's Report February 2011

	Circulation		Change	Number of Programs		Program Attendance	
	2011	2010		2011	2010	2011	2010
<b>January</b>	3,439	2,917	17.9%	20	18	177	189
<b>YTD Totals</b>	<b>3,439</b>	<b>2,917</b>	<b>17.9%</b>	<b>20</b>	<b>18</b>	<b>177</b>	<b>189</b>

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2011	2010	2011	2010
	2011	2010	2011	2010				
<b>January</b>	129	82	14	NA	4	NA	6	NA
<b>YTD Totals</b>	<b>129</b>	<b>82</b>	<b>14</b>	<b>NA</b>	<b>4</b>	<b>NA</b>	<b>6</b>	<b>NA</b>

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**Donations:** \$97 needs to be accepted, \$65 of which must be spent for children books, movies and/or programs.

**Programming:**

A snowy January made the library a very busy place and continuing programs provided opportunities to socialize between storms. The CLiF Celebration was rescheduled due to a storm but went well. Residents were grateful that such grants are available for small libraries. Becky Marks met with our first one-on-one computer tutoring participant. They both enjoyed exploring the workings of the iPad. The online services introduction night went well with only minor technical difficulties. All ages gave Dance Dance Revolution a try for a fun Friday afternoon activity. Program statistics also include the monthly book discussion, story times, cribbage nights, Friday Morning Group gatherings, a Friday afternoon movie, book talks at the school for Junior High classes, the monthly TAB meeting and a teen gaming night.

Due to a snowy February 1, the "Baked Beans and Fried Clams: How Food Defines a Region" program with Edie Clark has been rescheduled for Tuesday, February 15 at 6:30pm. February programs also include the traditional candy workshops for teens and children grades 4 and up.

**Meetings, Workshops and Conferences:**

1/4 CLOS: Susan MacDonald – The group met at the Seabrook Public Library. Reviewed holiday programs, talked about entertainers and programmers for summer and shared ideas for summer programming.

1/4 Budget Committee Meeting: Denise Grimse, Mark Fodero, Dale Rockefeller, Kate White, and Donalee Brothers – Presented the 2011 budget to the committee.

1/10 Friends Meeting: Sharon Taylor – 2010 income was reviewed. The next fundraising raffle will be in March for the dinner to Margaritas. The group discussed submitting content for the Grapevine. The plant sale was tentatively set for Saturday, May 14.

1/25 What's New in Employment Law: Denise Grimse – Attended this workshop at the Local Government Center in Concord for Municipal and School employees. Attorney Mark Broth reviewed the new regulations of the Genetic Information Nondiscrimination Act of 2008, the revised I-9 forms and general hiring procedures, the termination

process and “just cause,” harassment policies and the Department of Labor’s new responsibility of policing efficiency in government and employer retaliation.

1/25 Budget Committee Meeting: Denise Grimse, Mark Fodero, Dale Rockefeller, Kate White, and Julie Gilston – Reviewed the 2011 budget with the committee. The committee added a computer line with \$1,000 instead of an expendable trust warrant article, recommended a 3% pay increase for employees, and removed the Library Assistant 4 position.

**Building:** Icicles are huge this year and one broke a window when a piece broke off and fell. Trustee Kate White has been chipping away at the icy downspout near the emergency exit stairwell and creating space for snow off of the brick walkway. Trustees Dale Rockefeller and Mark Fodero shored up a damaged ramp support post. I have been keeping the gas meter and furnace vents cleared of snow. Susan MacDonald and I have been shoveling the emergency exit stairwell. Birse’s Property Maintenance damaged the railing out front.

**Library Closings to date:**

Closed all day Wednesday, January 12, 2011

Closed early at 6:30pm on Tuesday, January 18, 2011

Closed all day Wednesday, February 2, 2011

Respectfully submitted,  
Denise Grimse, Director