

Weeks Public Library Minutes
Tuesday March 15, 2011

Present: Dale Rockefeller, Donalee Brothers, Julie Gilston, Denise Grimse, Sharon Taylor attended half of the meeting. Veronica Davies left after her report. Absent: Kate White, Mark Fodero, and Adele Wick.

Meeting Start Time: 4:35 PM

1. The minutes of the February meeting were approved as amended.
2. The new Selectmen Liaison will be John Vitale. He was unable to attend this meeting.
3. Veronica Davies, one of the new Teen Advisors, was introduced. She reported on the activities of the Teen group. There will be a poetry café at the Library this spring; this will be a program run by the Teen group.
4. Donations of \$27.00 cash and \$250.00 grant money were accepted by the trustees.
5. The Director's report was reviewed. Some of the highlights of the report included the overflowing DVD collection. Denise is working on a solution to better display and organize the DVD collection. The Amazon Kindle is circulating. Also, the Women's club has donated a Nook. The Children's room was flooded by rainwater, which was cleaned up by the Librarians.
6. Adele Wick will attend the April Friends meeting.
7. Officers were elected. Mark Fodero will be Chair, Dale Rockefeller Co-Chair, Adele Wick Treasurer and Kate White Secretary.
8. The Investment Policy was affirmed.
9. The October bank error has been corrected. It was a typo error.
10. Denise has repaired the computer that would not connect to the Internet. It was a virus issue that was corrected by a special virus buster program.
11. There was an error on the ballot in the March election. There was not a position available for a write-in election.
12. Occupational Health Services in Portsmouth will be used to conduct physicals for new employees. The Personnel policy was updated to include drug and alcohol screening for new employees.

13. Pay rate changes as budgeted, 3 %, were approved by the Trustees.
14. A Safety Committee will be initiated. This is required for five employees. This will be a quarterly meeting. Donalee Brothers will be the Trustee Representative. The meeting is scheduled for March 31st at 1:00 PM.
15. Library Staff meetings were discussed. It was recommended that this would be an idea that would be good for staff morale. Denise will decide on this issue.
16. Gutters need to be repaired. Dale Rockefeller will contact the gutter repair service to do the necessary work.
17. The spring clean up will be done by Mr. Hayden.
18. At 5:30 PM the meeting became a non-public meeting as motioned by the Co-Chair and the trustees. There was a motion to seal the minutes, which was approved by the Co-Chair and seconded by the trustees. The meeting was returned to a public meeting at 5:40 PM.

The next meeting will be April 5, 2011 at 4:30 PM

Respectfully submitted,

Julie Gilston, Trustee

Director's Report follows:

Weeks Public Library Director's Report March 2011

	Circulation		Change	Number of Programs		Program Attendance	
	2011	2010		2011	2010	2011	2010
January	3,439	2,917	17.9%	20	18	177	189
February	3,277	3,270	0.21%	33	34	327	288
YTD Totals	6,716	6,187	8.55%	53	52	504	477

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2011	2010	2011	2010
	2011	2010	2011	2010				
January	129	82	14	NA	4	NA	6	NA
February	80	74	13	NA	13	NA	11	NA
YTD Totals	209	156	27		17		17	

Donations and Grants: \$27 in donations. \$250 in grant money.

Programming:

Program statistics include Literary Lunch visits to the school by Susan MacDonald and a Career Day visit for junior high students by Sharon Taylor. The "Baked Beans and Fried Clams" program hosted by the Friends and sponsored by the NHHC was well attended, even with it being moved to a new day due to weather. February programs included several drop-in craft days celebrating Chinese New Year's, Valentine's Day and one day for Winter Vacation, the return of Story Time and candy-making workshops for teens and children. Becky Marks ran two computer tutoring sessions for three attendees.

March programs include a non-fiction book discussion, drop-in crafts for the remaining winter vacation days in March and St. Patrick's Day, a repeat of the online services introduction lecture, a plant and take day to celebrate spring, a teen poetry café and a NHHC lecture, "The Founding Fathers What Were They Thinking" presented by Richard Hesse on Wednesday, March 30 at 7pm.

Meetings, Workshops and Conferences:

2/7 Friends Meeting: Sharon Taylor and Julie Gilston – Got Books fundraising opportunity was presented to the group. Julie and Sharon are coordinating the project. Phyllis Picha won the Valentine necklace raffle.

2/9 Budget Committee Public Hearing: Denise Grimse, Mark Fodero, Dale Rockefeller, Kate White, Julie Gilston and Donalee Brothers – Mark Fodero addressed our need for an additional staff member.

2/9 Microsoft Access Class: Sharon Taylor – Attended an Access computer class at Portsmouth Library to learn more about the software used to track the Friends' memberships.

2/11 GSF: Susan MacDonald – More titles were reviewed for the new list.

2/11 Seacoast Coop Meeting: Denise Grimse – Met with other directors and talked about budgets, warrant articles and meeting locations for the rest of the year.

2/15 Workers' Compensation Claims Management: Denise Grimse – Learned about the workers' compensation process and about the services offered by Occupational Health Services in Portsmouth.

2/23 PLA Webinar: Creating a User-Centered Website for Your Library: Denise Grimse and Sharon Taylor – Learned how the five person team spent 2 ½ years working on creating a user-centered site for the San Jose Public Library. Their organizational layout is close to what we want to do for the Weeks Public Library site.

Collection: The Amazon Kindle is now circulating and has several reserves. Patrons are very interested in giving it a try. The DVD collection is overflowing.

Personnel Policy, Evaluations and Training: Copies of the new policy were given to staff early in February. Everyone has signed the receipt acknowledgement form. Evaluations were completed last week. Several new sections of the policy were reviewed with all employees. This year I am working with staff to access and improve our technology skills. Each employee was given a technology competency list to do a self-evaluation. I'll use the responses to plan individual, group or workshop training as needed. Job descriptions still need to be updated.

2010 Audit: Library financial documents will be delivered to the Town by 9am on Friday, March 25.

Building: Birse's repaired the railing and the ramp. David Perham, donated time and hardware to secure the door knob and door knob panels on the front inside door and the door knob panels on the front exterior door.

On Monday, February 28th, rain water flooded the Children's Room from two directions: the emergency exit door and the south east corner of the front entrance. Susan MacDonald and Denise Grimse used the sump pump, mops and the wet vac to soak up the water.

Respectfully submitted,
Denise Grimse, Director