

**Weeks Public Library
Trustees' Meeting Minutes
April 5, 2011**

Present: D. Grimse, D. Rockefeller, M. Fodero, J. Gilston, C. White, D. Brothers, Teen Rep. Veronica Davies (4:30 - 4:50), Selectmen Rep. John Vitale (4:30 - 5:15), Sharon Taylor (5:10 - 6:20). **Absent:** A. Wick.

Meeting Start Time: 4:30 PM

1. Selectman's Report:

- V. Morgan has requested another photo op. of the Board.
- Emergency Management Director, K. Fernald, is looking for volunteers for Emergency Response Planning.
- Expectations of the role of Selectmen's representative was asked and discussed.

2. Teen Advisor's Report:

- V. Davies reported that the next TAB meeting will be on Thursday. Teens are reviewing and evaluating new books for purchase and planning for the summer reading program. Another Live Clue Game is also being planned as well as a popsicle catapult competition. One more judge is needed for the next No-Bake Bake Off scheduled for April 21.

3. The minutes of March 15 2011 were accepted.

4. **The Director's Report** was discussed and \$33 in donations accepted.

Main points of discussion included space needs for programming when a large audience is anticipated, parking problems when programs conflict with Parish House activities, an increase in use of Learning Express and Mango, and the Nook donated by the Greenland Women's Club which is available for a one week loan primarily so that patrons can determine if they want to purchase one.

5. C. White will attend the Friends' Meeting in May. Planning has begun for the Plant Sale tentatively scheduled for May 14.

6. Checks were signed by C. White.

7. Old Business:

- Library Staff training meetings will be held on Fridays at 10:30 AM from time to time. The next scheduled training session will be Homework Help.
- At 5:20 PM the meeting became a non-public meeting per RSA 91 – A:3, II(b) as motioned by Co-Chair Rockefeller and seconded by C. White. A motion to seal the minutes was made, seconded and approved. The meeting was returned to a public meeting at 5:27 PM.

8. New Business:

- D. Grimse reported on the meeting of the Library's Joint Loss Management Committee. This committee has been established as a requirement of Worker's Compensation Law. L. Atkinson will serve as chair and S. MacDonald as secretary. The Orange Binder is in place and the WPL is "On The Path to Safety".

- D. Grimse received information about the program which covers disaster planning now called the Polygon Code Blue Program. She will get additional information and D. Rockefeller will assist in getting required measurements which are called for.

- Planning for another spaghetti dinner to be held in the fall was discussed. Co-Chair Fodero will put together a list of things to be done. S. Taylor will prepare a flyer. A tentative suggested date is October 18.

- Gutters on the building suffered damage through the winter. D. Grimse contacted the contractor who has done our work. He reported that due to the cost he no longer carries Worker's Compensation insurance. D. Grimse will check with the Town Manager to determine the requirements when using independent contractors.

- D. Picha has volunteered to work with the Friends to provide additional shelving for the DVD collection.

The meeting adjourned at 6:20 PM.

The next meeting will be held at 4:30 PM in the Children's Library on May 3, 2011.

Respectfully Submitted,
C. White

Director's Report follows.

Weeks Public Library Director's Report April 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
March	4,047	3,636	11.3%	35	35	315	325
Totals	10,763	9,823	9.57%	88	87	819	802

	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
March	116	95	31	1	4	8	8	7
Totals	325	251	58	1	21	8	25	7

Donations: \$33 needs to be accepted.

Programming:

March programs included drop-in crafts on the remaining winter vacation days in March and on several days prior to St. Patrick's Day; a non-fiction book discussion; a repeat of the online services lecture; a TAB meeting where teens signed up to help set-up for the poetry program, planned the No-Bake Bake-Off for April and selected titles for the teen collection; a plant and take day for children in celebration of spring; and the annual teen poetry café. The NHC lecture, "The Founding Fathers: What Were They Thinking" was cancelled due to illness and rescheduled to Wednesday, May 4 at 7pm.

April programs include a Bookworm Scavenger Hunt, the TAB Meeting, a Tell Your Library Story project and Dance Dance Revolution for National Library Week; an Easter drop-in craft week; the adult book discussion; the teen's No-Bake Bake-Off; a paranormal lecture; and an afternoon movie, Dance Dance Revolution and drop-in crafts for Spring Recess week.

Meetings, Workshops and Conferences:

3/11 GSF: Susan MacDonald – Books were discussed and debated. The group also discussed who would be writing reviews and who would present at the spring conferences. Refreshments for the NHLA Great Stone Face Tea were planned.

3/12 Town Meeting: Mark Fodero, Kate White and Denise Grimse – Mark amended the town budget to include \$5,542 for a part-time library assistant position. The amendment passed.

3/14 Friends Meeting: Sharon Taylor and Julie Gilston – The Friends agreed to support

the adult, children and teen Summer Reading programs with \$1,050. The money will be used to purchase gift certificates and prizes to encourage reading and involvement throughout the summer. Joanne Duncanson will write up an article for the Grapevine about what the Friends do. The Friends agreed to provide refreshments during National Library Week, April 10-16. Trustee Julie Gilston reported that she and Sharon visited Lowes to speak with the manager about the Got Books receptacle. Soon after, that manager left and a new person is now in place. Julie has been in touch and will follow up, perhaps with some help from Matt Libby from Got Books. The two Margaritas gift certificates, each good for two entrees, are the current raffle fundraiser with the drawing to take place at the April Friends' meeting.

3/17 CHILIS Conference in Manchester: Susan MacDonald – Children's performers shopped their wares for the 2011 summer reading program. A panel of librarians presented their favorite new children's books. There were opportunities to network and share programming ideas.

3/24 Joint Loss Management Committee: Denise Grimse, Donalee Brothers, Susan MacDonald and Lee Atkinson – Met to discuss the function of the committee, safety issues and the safety policy before submitting same to the Trustees for revisions and approval.

3/25 Seacoast Coop: Denise Grimse – Met with other Directors from the Seacoast to decide topics for future meetings. The group also discussed successful library warrant articles, new technology programs, website designs, staff management and customer service.

3/29 CLOS: Susan MacDonald – The group discussed ideas and plans for the summer reading program. The group also shared books titles, craft suppliers, and program ideas. Everyone then toured the renovated space for the Wiggins Memorial Library in Stratham.

3/31 Teens, Tweens and Social Networking Webinar: Sharon Taylor – Attended the webinar presented by Laura Solomon, author of Doing Social Media So It Matters. Learned some great ideas for engaging teens through the social networks.

Collection: A Nook was donated by the Greenland Women's Club and is now circulating with several reserves.

Reports: The Public Library Association Survey was submitted on March 30th; the NH Employment Services Salary Survey was completed on March 31st; and the NH State Report was submitted on April 1st, no signature page required this year.

Building: We've experienced parking issues and complaints from patrons when events are scheduled at the Parish House. At the last luncheon, cars were even parked in the driveway along the Parish House since we've blocked off the lawn, making it very difficult to leave if you pulled in and couldn't find a spot.

Respectfully submitted,
Denise Grimse, Director