

Weeks Public Library
Trustees' Meeting Minutes
May 3, 2011

Present: D. Grimse, D. Rockefeller, A. Wick, D. Brothers, C. White, joined at 5:05 by S. Taylor.
Absent: M. Fodero, J. Gilston, Selectmen Rep. J. Vitale, Teen Rep. V. Davies.

1. Meeting open at 4:35 by Chair Rockefeller.
2. The minutes of April 5, 2011 were accepted with corrections.
3. The minutes of April 5, 2011 sealed per RSA 91-A:3, II b were opened as follows:
Over 20 applicants responded to the posting for the part-time staff position.
After all were interviewed the field was narrowed to the two most qualified and experienced candidates. Of these Margaret Moers was felt to be the best fit for the current needs of the Library and it was voted that Director Grimse offer her the position.
4. Donations of \$19 were accepted.
5. The Director's Report was accepted as written. Programs have been well attended and the week of spring recess found few people traveling and many taking advantage of Library activities.
6. M. Fodero will be asked to represent the Board at the June Friends' Meeting.
7. Checks were signed by A. Wick.
8. Old Business:
 - a. There will be a staff training meeting this month on Wednesday.
 - b. The Joint Loss Management Committee (JLMC) reports no incidences. They are putting together the first aid and biohazard kits. D. Grimse will be on the Town's JLM Committee.
 - c. A. Wick is reviewing the Library Safety Policy for final edits.
 - d. D. Grimse ascertained that the only remaining information the Polygon Code Blue Program needs is a measurement of ceiling height. D. Rockefeller will get this.
 - e. The Veterans' Hall will be available for a spaghetti dinner fund raiser on October 18th. They require a \$75 use fee and a \$150 refundable damage/clean-up fee. M.Fodero will speak with the Friends about this at their meeting.
 - f. In regard to hiring a gutter cleaner D. Grimse contacted the Town Manager to clarify the need for independent contractors to carry Worker's Compensation Insurance. K. Anderson reported that Worker's Compensation insurance is NOT required ONLY when the individual is the sole proprietor of the business.

9. New Business:

- a. There is evidence of water damage on the chimney wall. D. Rockefeller will investigate further.
- b. Programming and program accessibility concerns continue to be a major concern.
The staff are receiving more calls regarding handicap accessibility and have had to make last minute changes to accommodate needs. After much discussion of the various possibilities and suggestions which have been made the facts remain that the adjacent building is also handicap non-accessible, the school community room is too large for the Library offerings and that moving people away from the Library deters from bringing people in to the Library to become familiarized with our other resources and offerings. In short, the Library needs to expand.
- c. Discrepancies found in the audit interview were noted in regard to the payroll.
A.Wick volunteered to follow up on the audit interview letter.
- d. K. Anderson has advised the Director to closely watch the budget in regard to current activities involving the New Hampshire Retirement System. As much as \$5000 may be needed to be taken from other line items. This will not be known until the end of the fiscal year, June 30.
- e. A railroad tie demolished through the winter needs to be replaced.

10. The next meeting will be held on

Respectfully submitted,
C. White

Director's Report follows:

Weeks Public Library Director's Report May 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
April	3,725	3,544	5.11%	38	36	322	387
Totals	14,488	13,367	8.39%	126	123	1,141	1,189

	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
April	108	77	19	5	8	6	7	7
Totals	433	328	77	6	29	14	32	14

Donations: \$19 needs to be accepted.

Programming:

April programs included Story Times, Cribbage Nights, Friday Morning Group, computer tutoring, and the adult book discussion for continuing programs; the Bookworm Scavenger Hunt and an All Ages Dance Dance Revolution for National Library Week; an Easter drop-in craft week; the teen's No-Bake Bake-Off; and a paranormal lecture, an afternoon movie, another Dance Dance Revolution and drop-in crafts for Spring Recess week. At the April TAB Meeting, members discussed the summer reading program and new ways for teens to enter the summer reading raffle. They also discussed possible prizes for the Catapult Construction night in May.

Other planned May programs: the rescheduled "The Founding Fathers: What Were They Thinking" on May 4 at 7pm; "The Guitar in Latin America," hosted by the Friends on May 10 at 7pm; "What's Up? Skywatch Night" presented by the NH Astronomical Society on Friday, May 13 at 7:30pm; a birdhouse workshop for children; the adult book discussion; and the beginning of the adult summer reading program, "Novel Destinations," on Memorial Day weekend. As part of the summer reading program, lectures on India and Mexico are scheduled for June and August. The summer reading programs for children and teens are still in development.

The Friends' Plant and Bake Sale and Chili Luncheon is Saturday, May 14 from 9am-1pm.

Meetings, Workshops and Conferences:

4/8 GSF: Susan MacDonald – The committee finalized the twenty-five titles for the 2011-

12 Great Stone Face list of recommended titles for grades 4-6. Various tasks, writing the reviews for the pamphlet, refreshments for the tea, and presenting at the conferences in May, were assigned.

4/11 Friends Meeting: Sharon Taylor and Adele Wick – The Friends discussed the upcoming plant sale. The Chili makers are Dale Rockefeller, Mark Fodero, Denise Grimse, and Rod MacDonald. Joanne Duncanson and Barbie Hazzard agreed to organize the Bake Sale.

Some of the Friends will be going to greenhouses to purchase annuals, perennials and vegetables. Geraniums will be presold at the library and picked up at the Plant Sale. The date of the Plant and Bake Sale and Chili Luncheon is Saturday, May 14 from 9am until 1pm. No coffee will be sold this year. The set up and preview sale will be the night before, Friday, May 13 from 7 – 8 pm. David Picha agreed to build shelves for the DVD's for just the cost of the lumber.

4/14 YALS(Young Adult Librarian Services): Sharon Taylor – The group discussed summer programming, new books, the upcoming conference and the mini conference planned for September at the Lane Memorial Library in Hampton.

4/15 GCS Talent Show: Sharon Taylor – Attended the show and saw many of our talented young patrons perform.

4/26 The Technology Based Reference Interview: Denise Grimse – Reviewed steps to manage technology questions and the sources available for assisting patrons.

4/28 Ebsco Host Homework Help Webinar: Sharon Taylor - The webinar focused on three databases: Searchasaurus for grades k-3, KidsSearch for grades 3-7 and Middle Search for grades 7 and up. Instant access to any subject imaginable is given to periodicals, newspapers, encyclopedias and a dictionary.

4/28 Joint Loss Management Committee: Lee Atkinson, Denise Grimse, Donalee Brothers and Susan MacDonald– Met to review safety incidents, safety issues, first aid kits, biohazard kits, program ideas and the checklists.

4/28 Risk Assessment Information Webinar: Denise Grimse – Attended the webinar sponsored by the Northeast Document Conservation Center presented in celebration of Preservation Week and May Day. The webinar covered how to identify hazards, assess risks, implement procedures, and maintain buildings to minimize damage from a variety of sources.

4/29 Seacoast Coop: Denise Grimse – Bobbi Slossar from the State Library presented a program on “Making the Most of Google” and updates on ebooks, OverDrive and Kindles.

Collection: DVD's were moved to the new shelves built by David Picha.

Staff: The Library Assistant 4 position was offered and accepted by Margaret Mooers. She started Monday, May 2.

Building: Spring clean-up was completed by Paul Hayden and his assistant.

Respectfully submitted,
Denise Grimse, Director