

Weeks Public Library  
Trustees' Meeting Minutes  
June 14, 2011

Present: D. Grimse, D. Rockefeller, M. Fodero, J. Gilston, A. Wick, C. White, D. Brothers, J. Vitale. No Teen Representative present.

Meeting start time: 4:37 p.m.

1. Selectmen's representative explained possible changes being planned for the recycle center to include moving the recycling to the front area, trash to the back area and an egress through the ballpark to make travel safer.

In response to the question of needs for the Library, Chair Rockefeller asked about replacements for the driveway timbers destroyed through the winter.

2. The minutes of May 3<sup>rd</sup> were accepted as written.

3. Donations of \$34 were accepted.

4. The Director's report was accepted as written. The Trust Fund check has not been received to date.

5. The Friends of the Library have changed their regular meeting night to Thursday.  
M. Fodero will represent the Board at the July 7 meeting.

6. Checks were signed by A. Wick.

7. Old Business:

- a) D. Rockefeller will follow up with Ray Eldridge of Ray Gutter in regard to gutter cleaning and repair.
- b) Denise has received the copy of the building plans. J. Gilston reported that the architect (Cass) would come to review them when asked.
- c) The Safety Policy is still in progress. The question of where children who are in the Library at the time of an evacuation order would go was clarified by the Town Manager. Children would be taken to the designated evacuation shelter, Greenland Central School. Issues covering violence in the workplace are still in draft form.

8. New Business:

- a) Due to changes by the postal delivery system all mail addressed to the WPL must be addressed to Post Office Box 430. Mail addressed to Post Road has been returned to the sender.
- b) A request by the Director for mileage reimbursement in the amount of \$186.49 was approved.
- c) A request for an advance of 11 hours of vacation time by a staff member was approved on the advice of the Director since granting the request would help rather than compromise future staffing.
- d) In agreement with the Director the Board agreed to offer a leave of absence to a staff member who requires time off for a personal matter.
- e) The leased copy machine is in need of attention. After pursuing information from Cannon, Sharp and Minolta the best deal the Director has found is for

- a 60 month lease on a refurbished color print model. Discussion followed regarding maintenance programs, numbers of copies made and costs per month.  
J. Vitale offered to seek out more information before a decision is made.
- f) A copy of the summer reading program calendar was distributed.

9. Other Business:

- a) Cow Day is scheduled for June 21 from 2 - 3:30 p.m. D. Rockefeller will provide a pop-up tent. Volunteers are being sought to assist with scooping ice cream, butter making, photos, etc.
- b) Summer Fun will be July 15. The Trustees will assist with the Book Sale at the Library from 9 a.m. to 1 p.m. and the Frozen T-Shirt Contest from 3:30 - 4 p.m. at the Green. The Library will also have a Puppet Show at 2 p.m. and a Craft Table from 3 - 4 p.m. on the Green
- c) The door closer on the front door is broken. D. Rockefeller will have it replaced.

Next Meeting: July 12, 2011 at 4:30 p.m.

Adjourn Time: 5:45 p.m.

Respectfully submitted,  
C. White, Sec.

Director's Report follows:

## Weeks Public Library Director's Report June 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>February</b>	3,277	3,270	0.21%	33	34	327	288
<b>March</b>	4,047	3,636	11.3%	35	35	315	325
<b>April</b>	3,725	3,544	5.11%	38	36	322	387
<b>May</b>	3,338	3,124	6.85%	20	16	188	150
<b>Totals</b>	<b>17,826</b>	<b>16,491</b>	<b>8.10%</b>	<b>144</b>	<b>139</b>	<b>1,327</b>	<b>1,339</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>February</b>	80	74	13	NA	13	NA	11	NA
<b>March</b>	116	95	31	1	4	8	8	7
<b>April</b>	108	77	19	5	8	6	7	7
<b>May</b>	115	91	28	3	3	14	3	7
<b>Totals</b>	<b>548</b>	<b>419</b>	<b>105</b>	<b>9</b>	<b>32</b>	<b>28</b>	<b>35</b>	<b>21</b>

**Donations:** \$34 needs to be accepted.

### **Programming:**

May was busy with workshops, conferences and our regular schedule of programs. Twenty-six people attended the rescheduled "Founding Fathers" program and another 26 attended "The Guitar in Latin America," program hosted by the Friends. Four teens participated in the Catapult Construction competition. At the TAB meeting, seven members helped remove labels from last year's Isinglass nominees and pulled out some of the new nominees for labeling. They also read book reviews and discussed new material choices. The skies cleared for the "What's Up? Skywatch Night" which attracted a mixed group of adults and children, for a total of 30 people. Story times began again on May 19<sup>th</sup> after a short break. The birdhouse workshop for children was canceled due to a lack of registration; supplies will be saved for another day. The two GCS kindergarten classes visited for special story time sessions and summer reading promotion. Our volunteer, Becky Marks, ran two computer tutoring sessions. Familiar faces returned to the Friday Morning Group meetings in May. The cribbage group continues to meet on Monday nights, also with returning players in May. The book group discussed the science fiction book, The Sparrow by Mary Doria Russell and the adult summer reading program, "Novel Destinations," began Memorial Day weekend.

June features several school visits to promote the various Summer Reading Programs; an adult lecture on India; the monthly book discussion for adults; three sessions of story time; the babysitting workshops; a TAB meeting; weekly cribbage nights and Friday Morning Group programs; the annual Cow Day, during the week of the 20<sup>th</sup>; and the first of the summer reading programs for children, 5<sup>th</sup> & 6<sup>th</sup> graders and teens. This year's theme for children is "One World,

Many Stories” and for teens it is “You Are Here”.

**Meetings, Workshops and Conferences:**

5/3 Ten Tips for Managing Technology Planning Webinar: Denise Grimse – The presentation stressed the importance of a plan to avoid crisis-of-the-hour situations, for future needs or wants, and for budgeting. Networking hardware and printers should be part of the plan and have been added to the information sent to Chris Caron at the school. When looking at upgrades, it is important to ask who are we serving and what training is available.

5/5 NHLA: Denise Grimse – Children’s author and illustrator David Macaulay was the keynote speaker for the Catherine Redden Lecture on the first day of the conference. Denise then attended the session on Library Spaces, Future Needs which featured movable furniture and shelving to furnish the changing library of the future and patrons’ needs. She also attended the session on Budgeting: Making Statistics Count which outlined the various statistics we collect and how to use key statistics to communicate our message and evaluate our performance. The last session of the day, Three Tech Topics: QR Codes, JING, and Constant Contact, covered new free and fee-based technology. The speakers raced through this session as it was way too much to cover in 75 minutes. Each topic could have been its own 60 minute session.

5/6 NHLA: Sharon Taylor - Sharon attended four programs at the conference. At the Isinglass Awards session, the 2011 winner was announced and the 2012 list for middle grade readers was introduced. She also attended Cloud Computing in Libraries, Young Adult Programming and Harness the Power of Twitter.

5/6 NHLA: Susan MacDonald – Susan was one of the speakers this year at the Great Stone Face Tea. Five members of the GSF committee presented booktalks for all of the new books on the 2011-2012 list. The winner from last year’s list was announced, Murder at Midnight by Avi, the new list was presented and the new bookmarks were unveiled. The committee sold GSF bookmarks after the program. Susan also attended the Summer Reading kick-off event where Children’s librarians from around the state showcased different cultures, crafts, food, and music for this year’s theme, “One World, Many Stories.” It was a great program for ideas and crafts. The last session she attended, New Children’s Books 2010-2011, was a book review session presented by Chris Rose. He reviewed many great new books and then passed the books around for a hands-on look at these new titles.

5/11 Ebsco Host MasterFile Premier Webinar: Meredith Hoyt – Learned how to search the periodical database provided by the State Library.

5/17 New Hampshire School Media Association and English Teachers Conference: Susan MacDonald - The Great Stone Face presentation was repeated at this conference. Many schools use the GSF list for their students so it’s very important to present to this group, too. There was a large crowd of excited teachers this year. A question and answer session followed the booktalks and bookmarks were sold. The GSF program is off to a good start!

5/18 Department of Labor Annual Meeting: Denise Grimse – Cynthia Flynn reviewed more DOL laws, the top ten violations, provided everyone with a “New Hire Checklist” and stressed the importance of a Workplace Violence policy.

5/31 CLOS (Children’s Librarians of the Seacoast): Susan MacDonald – The group met to discuss last minute ideas and programs for the summer.

**Equipment:** The public printer stopped working and needed to be replaced. A new 6’ fiberglass/aluminum ladder was purchased to help staff with maintenance and decorating projects.

**Building:** The leaky hot water handle in the restroom was fixed.

Respectfully submitted,  
Denise Grimse, Director