

**Weeks Public Library
Trustees' Meeting Minutes
Tuesday, July 12, 2011**

Present: M. Fodero, D. Rockefeller, A. Wick, C. White, D. Grimse
Meeting start time: 4:35 pm

1. The minutes of June 14, 2011 were approved as written.
2. Donations of \$38 were unanimously accepted.
3. The Director's Report was accepted as written.
4. A. Wick agreed to be the Trustee Rep. for the Thursday, August 4th Friends' Meeting.
5. Checks were signed by Treasurer A. Wick.
6. Payroll was reviewed and approved.
7. Old Business:
 - a. The Safety Policy continues to be worked on as more information requiring additions and changes comes our way.
 - b. Copy Machine Update: The best option from Director Grimse's search is a Document feed, color copier by Océ North America (Cannon Group) in Bedford NH. This will be a 5-year lease at a cost of \$130 per month including toner and maintenance.
 - c. Landscaping: Trustee Alternate D. Brothers has been weeding and cleaning up the lawns and garden. She has found some dead shrubbery and will talk with Lang's about possible replacements.
 - d. Director Grimse has inquired about the Trust Fund check and was assured it will be forthcoming.
8. New Business:
 - a. Trees: Dead pine trees and an overgrowth of saplings have been removed by Paul Hayden at Town expense.
 - b. The Board regretfully accepted the resignation of Assistant Director Sharon Taylor who has accepted the position of Library Director at the Library in Lee, NH. The Director will confer with her regarding her accrued vacation time. Tentatively her last work day will be July 29, 2011.
The director will prepare an ad for an Assistant Director to be reviewed by the Board before posting.
 - c. Audit recommendations from the 2010 audit performed by Melanson Health & Co. received from the Board of Selectmen were discussed. After considerable discussion regarding exactly what, how and when necessary corrective measures will be taken, further action was tabled for another meeting.
A. Wick will respond to the Board of Selectmen and the Trustees will

hold a special meeting on Tuesday, July 19 to continue discussion.

d. Summer Fun & Jason's Run, Saturday July 16

i. Volunteers are needed to help with book sale from 9am -1pm.

C. White agreed to help with this.

ii. D. Rockefeller will help setting up shelter and table for craft and frozen t-shirt contest.

Craft begins after the 2pm puppet show so around 2:45pm

and frozen t-shirt contest begins around at 3:30pm with clean-up at 4pm

e. D. Rockefeller replaced the burned out bulb in the bathroom.

Adjourn Time: 6:10 pm

Next Meeting: Tuesday, July 19 at 4:30 pm.

This will be a special meeting to continue discussion of audit recommendations.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report July 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
May	3,338	3,124	6.85%	20	16	188	150
June	4,128	3,964	4.14%	38	31	631	633
Totals	21,954	20,455	7.33%	184	170	1,960	1,972

	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
May	115	91	28	3	3	14	3	7
June	99	86	33	9	1	8	1	16
Totals	647	505	138	18	33	36	36	37

Donations: \$38 needs to be accepted.

Programming:

Summer programming for children and teens began in June. Adults continued to track their reading and attended planned programs. Staff promoted the summer reading program to 333 children at the GCS. A small group of eight adults enjoyed the lecture on India. Many had been to India and missed the colors. Six adults discussed the historical novel, Dreamers of the Day by Mary Doria Russell. No computer sessions were scheduled in June. Story Time sessions attracted 42 parents and children. Ten children completed the babysitting workshop. Teens helped prep for a 5th/6th grade summer program at the TAB meeting. They also reviewed books to purchase for the teen collection. Cow Day was another success; 131 people visited with Anna, this year's calf. This year the event landed on a school day which worked out great as many middle-school and junior high students who would not normally attend, walked over after school. The Summer Reading Program is off to a great start. Children and teen programming began the last week of June featuring Russian wolf nesting dolls for children, an Egyptian writing program for 5th & 6th graders, and a movie for the teens. Prizes are being claimed and programs are running well. Prizes for reading seem to be the way to generate participation for preschoolers through 4th grade. The Friends have provided funds for all the prizes and most of the programming supplies for the Summer Reading Program.

Summer programming continues in July for children with the double sessions on Tuesdays like last year; on Wednesday nights for the 5th & 6th graders; and on Thursday mornings for the preschoolers. Teen programs are scheduled for Thursday nights. A special Story Time session is scheduled for Thursday, July 14 at 10:30am when the Seacoast Science Center presents a program on hermit crabs for families. Adult programming continues with the Cribbage Nights, the Friday Morning group, the book discussion, and the computer tutoring sessions. Also in July, the staff and the Trustees will coordinate the Friends' Annual Book Sale and represent the library at the Summer

Fun and Jason's Run Community Day.

August programming for children and teens runs through the first week in August. Denise Grimse and available staff will cover the last teen program. Final raffles will be drawn on August 5th. For adults, a lecture on "Mexico: An Introduction to Its History and Self-Image Through the Monuments of Mexico City" is scheduled on Wednesday, August 10 and the book discussion group travels to Sienna through the novel, Juliet by Anne Fortier, on Wednesday, August 17. The adult reading program continues through Labor Day.

Meetings, Workshops and Conferences:

6/2 Friends' Meeting: Sharon Taylor - Frannie Schwab was elected co-president with Janice Griffith. Janice was not present and had not accepted yet. Phyllis Picha was reelected treasurer, and Deb Bauder was reelected secretary. The group voted to hold meetings the first Thursday of every month including during the summer.

6/6 Classroom visit at GCS: Denise Grimse – Promoted the 5th/6th grade Summer Reading program to a 4th grade class.

6/6 Classroom visit at GCS: Susan MacDonald – Promoted the Summer Reading program to a 3rd grade class.

6/7 Classroom visits at GCS: Denise Grimse – Promoted the 5th/6th grade Summer Reading program to the other 4th grade class and a 5th Grade class.

6/7 Classroom visits at GCS: Susan MacDonald – Promoted the Summer Reading program to a 1st grade class and the other 3rd grade class.

6/8 Classroom visit at GCS: Susan MacDonald – Promoted the Summer Reading program to a 2nd grade class.

6/8 Classroom visit at GCS: Denise Grimse – Promoted the 5th/6th grade Summer Reading program to the other 5th grade class.

6/8 Book Repair Workshop: Margaret Mooers – Attended this workshop to learn book repair techniques.

6/9 Classroom visit at GCS: Susan MacDonald – Promoted the Summer Reading program to the other 2nd grade class.

6/10 Classroom visit at GCS: Susan MacDonald – Promoted the Summer Reading program to the other 1st grade class.

6/13 Classroom visit at GCS: Sharon Taylor – Promoted the Teen Summer Reading program to a 6th grade class.

6/15 Classroom visits at GCS: Sharon Taylor – Promoted the Teen Summer Reading program to all the 7th and 8th grade classes.

6/16 Classroom visit at GCS: Sharon Taylor – Promoted the Teen Summer Reading program to the other 6th grade class.

Online Services: The usage numbers for Learning Express and Mango are very disappointing. These two online services will be evaluated for 2012 budgeting. Another product, Universal Class, will be evaluated by staff in August to determine its potential appeal to residents.

New Hampshire Retirement System News: The employee contribution to the retirement plan increased 2% to 7% for Group I municipal employees. The Library's contribution for these employees went to 11.09% from 9.16% as budgeted.

Payroll Processing Fee Increase: The payroll processing fee has increased more than the 5% anticipated; from \$45.81 to \$50.30 per payroll period for seven employees.

State Library News: Due to budget reductions at the New Hampshire State Library, the State Library has reduced its staff. Personnel reductions include two van drivers. This means fewer pick-up days for many libraries and limits on the number of items sent by each library resulting in longer wait times for items coming from other libraries. Some libraries don't even have van service until the revised schedule is developed. This will affect our Interlibrary Loan service to our patrons.

Building: Trustee Dale Rockefeller was busy taking down the hydrangea tree, planing a ramp board to prevent tripping, and dealing with the failing front door closer. Bourassa Construction re-graded the driveway, filling in the huge potholes.

Respectfully submitted,
Denise Grimse, Director