

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, July 19, 2011

Present: M. Fodero, D. Rockefeller, A. Wick, D. Brothers, C. White, D. Grimse
Start time 4:30

1. Discussion continued regarding the corrections that have been taken by the Board, the Director and Library staff to conform with recommendations regarding the 2010 audit performed by Melanson Health & Co. A. Wick will write a letter of response to the Board of Selectmen.
2. The Job Description and advertisement for an Assistant Library Director were approved as prepared by Director Grimse.
3. Director Grimse shared the information she had obtained in follow-up on the lease agreement for a new copier and after discussion with Town Manager, K. Anderson. The company agrees to hold fast to the \$100/month charge with the understanding that maintenance cost of \$30/ month may increase up to but no greater than 10% per year. If completed by August 1, the contract will include 1000 free color copies for the first 12 months.
4. Other Business:
 - a) The minutes of July 12, 2011 were accepted with minor corrections.
 - b) D. Grimse distributed copies of a revised Volunteer Service Agreement and the article "Best Practices for NH Libraries" for discussion and approval at the next meeting.
 - c) A farewell reception for S. Taylor will be held at the Library from 2 - 4 pm on Friday, July 29th. The information will be on the Library website.
 - d) A. Wick made phone calls regarding the Trust Fund check and was assured that it would be forthcoming.
 - e) D. Brothers reported that Lang's Landscaping has agreed to draw up a plan to improve the appearance at the front of the Library.

Adjourn Time: 5:30 pm

Next Meeting: Tuesday, August 9, 2011.

C. White, Sec.