

WEEKS PUBLIC LIBRARY
Trustee's Meeting Minutes
August, 9, 2011

Present: D. Rockefeller, C. White, J. Gilston, D. Brothers, D. Grimse

Start Time: 4:30 pm

1. No Selectman's Report.
2. No Teen Advisor's Report.
3. A thank you note from S. Taylor was circulated.
4. The minutes of July 19 were accepted with one correction.
5. The Director's Report was accepted as written. D. Grimse clarified that the drop in circulation during the month of July reflects a period of time that the computer was down so that check-outs were not recorded.
6. D. Grimse reported that the interest received from the Library trust funds has totaled \$428.83 in the last two quarters. Since an anticipated \$4,000 was budgeted this presents both a financial restraint and an important consideration in preparing the 2012 budget.
7. C. White will represent the Board at the Friend's of the Library Meeting on September 1.
8. Pay slips and the Director's Payroll was previewed and reviewed by the Board.
9. A request for reimbursement of \$30 for workshop registration and \$47.36 for mileage was unanimously approved.
10. Checks were signed by C. White.
11. Old Business:
 - a) Copier Update: New cables must be installed before the new copier will be installed. D. Grimse will contact the electrician.
 - b) The Volunteer Service Agreement was reviewed with several suggestions made. D. Grimse will make revisions to be voted on at the next meeting.
12. New Business:
 - a) As indicated in the Director's Report, the surcharge for NH downloadable books will increase to \$875 next year. D. Grimse reports this program is getting very good usage.
 - b) A review of personnel and Board members who have Library keys and alarm codes for Library access was done.
 - c) Applications for the position of Assistant Librarian will close on Friday. Board members should plan to review these in the Library before Wednesday, August 17.
 - d) A Library Value Calculator has been added to the website. All are encouraged to try it

out.

e) Time to start planning for the 2012 budget is upon us and the Director is trying to find the time necessary to work on it.

13. D. Grimse reviewed requests for vacation time. The Library will be adequately but tightly staffed.

14. Trustee's To Do List:

a) Review revised Volunteer Service Agreement and Volunteer Application before the next meeting.

b) Review candidate applications in the Library by Wednesday, August 17.

Adjourn Time: 5:45 pm.

Next Meeting: Tuesday, September 13, 2011.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report August 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
July	4,463	4,480	-0.38%	34	35	416	439
Totals	26,417	24,935	5.94%	218	205	2,376	2,411

	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
July	94	84	48	18	0	2	0	2
Totals	741	589	186	36	33	38	36	39

Donations: \$25 needs to be accepted.

Programming:

Summer programming in July began with a week of drop-in crafts and evening programs for the 5th and 6th graders and the teens. The double sessions for children on Tuesdays began on the July 12th and have been very successful with attendance ranging from 7 to 38. Wednesday night programs for the 5th and 6th graders have been fun. Story times have had very good attendance and teen game nights were well attended. The teen movie nights were not. The special Story Time session featuring the hermit crabs from the Seacoast Science Center attracted 35 people.

The puppet show at the Summer Fun Community Day attracted 31 people, only 12 children made a craft at the event but 29 children tried to unfreeze a t-shirt. Adult programming continued with the Cribbage Nights, the Friday Morning group and the book discussion. No computer tutoring sessions were scheduled in July.

August programming for children and teens runs through the first week in August. 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.

Meetings, Workshops and Conferences:

7/7 Friends' Meeting: Sharon Taylor – The Friends discussed fundraising ideas for the fall, including a Simply Gold Sale Party.

7/16 Summer Fun and Jason's Run Events: The morning book sale at the library was manned by Trustees Kate White and Donalee Brothers, staff members Denise Grimse, Sharon Taylor, Lee Atkinson, and Margaret Mooers with the help of Friends Joann Duncanson, and Barbie Hazzard. On the Green, Denise, Sharon and Susan MacDonald coordinated the puppet show presented by Carol Sanborn and the craft table while Trustee Dale Rockefeller ran the frozen t-shirt contest.

7/20 NH Downloadable Books Consortium Meeting: Denise Grimse – The group met for the annual meeting to discuss the addition of Amazon Kindles to the list of compatible devices and funding for 2012. Members voted to impose a Kindle surcharge for this year to meet the anticipated increase in users created by Kindle compatibility and to raise the 2012 fee. The surcharge for us is \$175 and our fee next year will be \$875.

Online Services: Universal Class, which offers a wide variety of tutorials, will be evaluated by staff in August to determine its potential appeal to residents.

Building: Paul Hayden trimmed the underbrush along the lot lines. Alternate Trustee, Donalee Brothers weeded out front. Elwyn Park Tree Service, arranged and paid for by the Town, took down the three diseased pine trees.

Respectfully submitted,
Denise Grimse, Director