

**WEEKS PUBLIC LIBRARY**  
**Trustees' Meeting Minutes**  
**Tuesday, December 13, 2011**

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

1. No Selectman's Report
2. No Teen Advisor's Report
3. The minutes of November 8, 2011 were approved as written.
4. Donations of \$93 and \$4750 for the Building 2 Fund were accepted.
5. The Director's Report was accepted as written.
6. Trustee A. Wick reported on the Friends' meeting held December 12. The Friends will support two NH Humanities programs in 2012: "2012 Fraud" in March and "Runaway Brides" in October. As a result of discussion with the Friends A. Wick sent an e-mail to all on the NHLTA-L mail list suggesting they contact their legislators regarding the need for the ILL funding.  
  
D. Brothers will attend the Friends' Meeting on Monday, January 9.
7. Checks were signed by A. Wick.
8. Payroll preview and review was completed and signed by co-chairs Rockefeller and Fodero.
9. Old Business:
  - a. M. Fodero reported on his findings regarding the old copier. This is a good copier which is not network ready and the cost to make it so would be prohibitive. Extra toner and consumables are available. He suggested that it be put on Craig's list at a suggested price of \$250 and available for pick-up. At the suggestion of A. Wick he agreed to follow through with this plan.
  - b. M. Fodero will check with Town Manager regarding snow removal at the emergency exit.
  - c. The staff member on leave hopes to return to work in January so Director Grimse has not advertised for a temporary library assistant.
  - d. Overdues continue to be problem. Discussion with the involved party came to no acceptable resolution so it was determined that those involved perhaps will be limited to checking out only two items at a time. We will review the circulation policy and make appropriate changes if necessary.
  - e. The chair spindles have been repaired and the chairs are back in the Library. In addition a second shelf was made for the YA section.

- f. Relco-Kohlase has been contacted regarding a single phase surge protector.
  - g. D. Grimse discovered that the website domain contact was out of date and has corrected it to reflect herself as the proper contact.
10. New Business:
- a. Marketing Issues:
    - 1) There has been some problems getting program information published in the Portsmouth Herald which requires further investigation.
    - 2) D. Grimse hopes to get permission to set up a Library Table and a Friends Table on Election and Town Meeting days to make Library offerings more visible to the community.
  - b. Authorization was granted to encumber unspent funds.
  - c. The 2011 Annual Town Report is due January 13, 2012.
11. D. Rockefeller agreed to take care of three building concerns:
- a. Septic System
  - b. Slate Shingle
  - c. Front Door Closer
12. Adjourn time 6:40 pm
13. Next Meeting: Tuesday, January 10, 2012 at 4:30 pm.

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report December 2011

	Circulation		Change	Number of Events		Event 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>June</b>	4,128	3,964	4.14%	38	31	631	633
<b>July</b>	4,463	4,480	-0.38%	34	35	416	439
<b>August</b>	4,671	3,856	21.14%	26	25	233	216
<b>September</b>	3,627	3,315	9.41%	19	30	222	315
<b>October</b>	3,652	3,455	5.70%	34	31	392	359
<b>November</b>	3,792	3,595	5.48%	22	25	167	433
<b>Totals</b>	<b>42,159</b>	<b>39,156</b>	<b>7.67%</b>	<b>319</b>	<b>316</b>	<b>3,390</b>	<b>3,734</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>June</b>	99	86	33	9	1	8	1	16
<b>July</b>	94	84	48	18	0	2	0	2
<b>August</b>	109	93	44	13	0	0	1	0
<b>September</b>	103	94	39	18	0	0	4	6
<b>October</b>	103	95	38	8	2	7	4	2
<b>November</b>	110	102	52	7	3	1	4	2
<b>Totals</b>	<b>1,166</b>	<b>973</b>	<b>359</b>	<b>82</b>	<b>38</b>	<b>46</b>	<b>49</b>	<b>49</b>

**Donations:** \$4,750 needs to be accepted in donations for Building Fund 2.  
\$43 needs to be accepted as regular donations.

### Events and Classes:

The NHHC Russian nesting dolls presentation was an incredible opportunity to learn about Russian culture, language, traditions and of course the nesting dolls. Only seven people attended the event. Ten people attended the nonfiction book discussion led by Richard Gilston. Cribbage continues to be popular on Monday nights. The bridge group is now meeting in a resident's home since it has not attracted more participants. The Friday Morning Group only met twice this month because of holidays. No One-on-One Computer Tutoring sessions were scheduled in November, though staff has assisted with several tech questions.

Four teens attended the TAB meeting to discuss books and programs. The eight teens who attended the open mic night really enjoyed the opportunity to read a poem, try out their stand-up comedy routines, perform a skit and play a group version of Apples to Apples. The Children's Room was transformed into a club atmosphere with special café tables, special lighting, escorted seating, and tableside service.

Staff scheduled four afternoon events for the grades 5 and up group, a movie, two craft days and a Wii gaming session. All were poorly attended with only one student coming to the Wii gaming afternoon. Students are busy with enrichment classes, homework club and sports. The time for the December Guess n' Find event is expanded in hopes of attracting students later in the afternoon.

The four days of drop-in Thanksgiving crafts were popular with fifty-five children making a craft. The two story time sessions were well attended with 37 children and caregivers participating.

**Meetings, Workshops and Conferences:**

11/4 NHLA Fall Conference and Annual Meeting: Denise Grimse – The conference featured four different lectures: a Skype presentation on “Transforming our Image, Building Our Brand”, a presentation on “Facebook Liability”, a presentation on “Trends in Library Programs” and a demo of “Rapid Reviews” featuring 30 new and old favorites, both fiction and non-fiction. Some ideas are already being implemented and others will be worked on in 2012.

11/10 Friends' Meeting: Becky Marks and Trustee Adele Wick - The group accepted Frannie Schwab's resignation with sadness. Debra Bauder and Phyllis Picha agreed to co-chair for the time being. Next, the selection of two NH Humanities Council programs for the upcoming year was discussed. Karen Johnson will coordinate programs and dates with Denise. The group decided to sell the Library Tote Bags for \$5 each and Phyllis volunteered to bring display racks for the bags to the library. The Lia Sophia necklace and Pampered Chef chopper and mats raffles will run simultaneously. A new Friends' meeting date was discussed and changed to the second Monday of each month starting in December.

11/14 Hands-On Downloadable Books Training: Becky Marks, Susan MacDonald, Lee Atkinson and Margaret Mooers – Bobbi Slossar from the State Library ran a hands-on workshop for staff in the Children's Room. The entire morning was devoted to learning how to download audio books and eBooks to different devices from the downloadable collection. The group also learned how to use the Kindle app on the iPad.

11/18 Great Stone Face Committee Meeting: Susan MacDonald – The committee continued to review possible titles for the 2012-13 list.

11/29 BER Conference on YA Literature 2012: Becky Marks - Attended the YA Literature conference held in Bedford. Patti Tjomsland shared the best NEW books for young adults newly published within the past year. The entire day was filled with invaluable book reviews of all genre. Patti's presentation supplied the tools needed to select the books that best fit our young readers' preferences. All participants received a resource handbook that is as valuable as the conference itself.

**Online Services:** Currently, titles published by Penguin that were purchased for the eBook downloadable collection before Thanksgiving will continue to be available in the Kindle format until the end of the year. There was a brief period, right before Thanksgiving, when Penguin pulled the Kindle format of all their titles. No new titles will be available from Penguin until they resolve issues with Amazon. It is not clear what happened to titles already purchased and owned come January 1.

Heritage Quest Online, previously provided by the State Library, will still be available to residents through an exceptional group-discount for 2012. The activity history for this database warranted continued participation. Our rate for 2012 is \$250.

**Building:** We are experiencing plumbing issues with the toilet. The toilet needed to be plunged several times this fall. Paul Hayden even had to come out when staff could not get the pipe cleared.

Respectfully submitted,  
Denise Grimse, Director