

**Weeks Public Library
Trustees' Meeting Minutes
Tuesday, January 10, 2012**

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

1. No Selectman's Report.
2. No Teen Advisor's Report.
3. The minutes of December 13, 2011 were amended and accepted.
4. General donations of \$116 and \$1800 for Building Fund 2 were accepted.
5. The Director's Report was accepted as written.
6. Trustee alternate D. Brothers reported on the Friends' Meeting of January 9. M. Willis requested that those attending the February meeting bring two suggestions for fund raising to the next meeting. The Friends elected to not pursue Director's and Officer's Insurance coverage due to the high cost.

M. Fodero will represent the Board at the Friends' Meeting on February 13.

7. Checks were signed and funds for deposit were accepted by A.Wick.
8. Payroll preview and review was completed and signed by co-chairs Rockefeller and Fodero.
9. Old Business:
 - a. D. Grimse reported that there is a potential buyer for the old copier. Sale pending for \$100.
 - b. Board reviewed the August 2008 Circulation Policy and made suggestions for changes regarding length of circulation of specific materials, restrictions, and proof of residency.
 - c. Authorized encumbered funds total \$2,573.96.
10. New Business:
 - a. Assistant Director pay rate: The Board approved an increase of \$.50/hour following 3 months of employment.
 - b. Other libraries have made inquiries regarding background checks for Library volunteers. This was discussed and the decision of the Board is that this not something we need to do at this time.
 - c. D. Grimse distributed a draft of a Technology and Equipment Plan and asked that Board members review it for discussion at the next meeting.
 - d. Board members whose terms expire were reminded that candidate filing dates

are January 25 - February 3.

11. Building

- a. The slate has been replaced on the roof.
- b. The single phase surge protector will be installed on Thursday 10/12/12.
- c. One of the schoolhouse lights is working intermittently and needs to be further investigated.
- d. Staff have experienced problems locking and/or unlocking the back door which may require work on the door frame.

12. Adjourned 5:45 pm.

13. Next Meeting: Tuesday, February 14, 2012 4:30 pm.

14. To do: Review Technology and Equipment Plan
Budget review at Town Office: Wednesday, January 18.
Public Hearing is scheduled for February 8 with snow date of Feb. 9.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report January 2012

	Circulation		Change	Number of Events		Event 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	434	439
August	4,671	3,856	21.14%	26	25	233	216
September	3,627	3,315	9.41%	19	30	222	315
October	3,652	3,455	5.70%	34	31	392	359
November	3,792	3,595	5.48%	22	25	167	433
December	3,717	3,289	13.01%	31	23	253	202
Totals	45,876	42,445	8.08%	350	339	3,661	3,936

	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	96	84	48	18	0	2	0	2
August	109	93	44	13	0	0	1	0
September	103	94	39	18	0	0	4	6
October	103	95	38	8	2	7	4	2
November	110	102	52	7	3	1	4	2
December	87	91	69	5	3	0	2	2
Totals	1,255	1,064	428	87	41	46	51	51

Donations: \$1,800 needs to be accepted in donations for Building Fund 2.
\$116 needs to be accepted as regular donations.

Events and Classes: December was filled with holiday events for all ages. The Friends sponsored the hot cider and cookie table again this year. Adults had the opportunity to meet local authors and purchase their books for holiday gift-giving. The book discussion title took readers to Massachusetts on Christmas Eve. Cribbage players and Friday Morning Group attendees enjoyed holiday cookies and good cheer. The students in grades 5 and up enjoyed the Holiday Guess 'N Find challenge on a Wednesday afternoon. Eight teens enjoyed pizza, a book swap and a Yankee swap plus the Holiday Guess 'N Find challenge and cookies. It was a fun filled evening. Earlier in the month they had their regular monthly planning meeting. Children made a variety of reindeer

crafts at the annual holiday party sponsored by the Friends.
A new weekly teen event was added in December, the DIY (Do-It-Yourself) station. Each week a new activity is available and teens can fill out a slip to win a small monthly prize.

Meetings, Workshops and Conferences:

12/12 Friends' Meeting: Becky Marks, Trustee Adele Wick and Kate White – Phyllis brought the rest of the Friends up to date on a letter she received from State of NH in regards to reporting the Friends income. Two raffles were concluded with Mark drawing the winners: Adele Wick won the Lia Sophia necklace and Jane Gouzoules won the Pampered Chef chopper and cutting mats.

Online Services: Many residents received eReader devices for the holidays and staff have been teaching them how to use our downloadable service with their new devices.

State Library News: On December 14th the State library began the migration of the Union database to a new server. The complete system was unavailable for several days. It is currently available for searching and Interlibrary Loan but limited functionality continues for cataloging.

Building: The AC cover had been replaced in November by Trustee Dale Rockefeller. The latch escutcheon plate on the rear door needed new screws and a couple of toothpicks.

Respectfully submitted,
Denise Grimse, Director