

**Weeks Pubic Library  
Trustees' Meeting Minutes  
Tuesday, February 14, 2012**

Present: D. Grimse, D. Rockefeller, M. Fodero, J. Gilston, D. Brothers, C. White  
Meeting start time: 4:30 pm

1. No Selectman's Report.
2. No Teen Advisor's Report.
3. The minutes of January 10, 2012 were accepted as written.
4. Donations of \$30 were accepted.
5. The Director's Report was accepted as written.
6. M. Fodero reported on the February 13 Friends' Meeting. As the Friends decided not hold a plant sale fund raiser this year most of the meeting involved other fund raising ideas which could be managed with the amount of available "people power". Ideas discussed, but not limited to, included auction websites designed for non-profits, having someone check up on value from the Charity Blast program, developing a discount coupon program with local businesses which would provide advertising for the business, a discount for the patron and a percent of the cost donated to the Friends. Also discussed were bingo games and purchasing a program which would allow free downloading of music from the Library.

D. Rockefeller volunteered to be the Board representative to the Friends' Meeting Monday, March 12<sup>th</sup> .

7. Checks were signed by C. White.
8. Payroll preview and review was completed and signed by co-chairs Rockefeller and Fodero.
9. Old Business:
  - a. The old copier has been sold for \$100 and is gone.
  - b. The revised Overdue and Circulation Policy was reviewed and accepted.
  - c. The Tech and Equipment Plan was reviewed and accepted.
10. New Business:
  - a. D. Grimse clarified the discrepancy reflected in the submitted Library Budget and the draft presented at the public hearing explaining that the auditors asked that the cost of insurance coverage be reflected in the Library budget.

- b. The Library Investment Policy was reviewed and reaffirmed as written.
  - c. D. Grimse will send a request to the Board of Selectmen to appoint D. Brothers as an alternate trustee.
  - d. The Board approved the 2% pay increases for the 2012 budget.
  - e. D. Grimse has completed the annual Town, worker's compensation and State Attorney General's reports.
  - f. The Board will review the 2007 resident surveys in advance of preparing a 2012 survey.
  - g. The staff member on leave expects to return to work on March 20<sup>th</sup>.
  - h. The audit is scheduled for March 19<sup>th</sup>.
11. There are no new issues regarding the building at this time.
12. Other:
- a. M. Fodero will be a write-in candidate for the position of Library Trustee.
  - b. D. Grimse will be on vacation.
13. Next Meeting: Tuesday, March 6, 2012. The April meeting will be April 24.

Adjourn time: 5:45 pm

C. White, Sec.

Director's Report follows:

## Weeks Public Library Director's Report February 2012

	Circulation		Change	Number of Events		Event Attendance	
	2012	2011		2012	2011	2012	2011
<b>January</b>	3,627	3,439	5.47%	33	20	321	177

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2012	2011	2012	2011
	2012	2011	2012	2011				
<b>January</b>	108	129	64	14	2	4	6	6

**Donations:** \$30 needs to be accepted in donations and \$2 of it was deposited in the Building Fund checking account.

**Events and Classes:** January events included the TAB meeting, One-on-One Computer tutoring sessions, Story Times, Friday Flicks, Wild Wednesday: Shrinky Dink fun for grades 5 and up, teen movie night, Friday Morning Group meetings, the adult book discussion, Cribbage nights, and a week of winter drop-in crafts. Staff was also busy with book talks at Greenland Central School utilizing our updated format, Rapid Reviews. Becky and Susan coordinated dates and times with Sue Bacon at the school. The students were enthusiastic and the flash drive presentation for the 7<sup>th</sup> and 8<sup>th</sup> graders which featured YouTube book trailers and screen shots of the book jackets was especially appealing.

Highlights for February include a week of Valentine crafts, a Wild Wednesday: Candy Workshop for grades 5 and up, an All Ages Shrinky Dink workshop, a teen café open mic night and Winter Vacation events: drop-in crafts and movies all week.

### **Meetings, Workshops and Conferences:**

1/3 Ebsco MasterFile Premier Training: Lee Atkinson – Viewed the archived webinar which covered the content of the database and demonstrated features and functions of advanced searching.

1/4 Budget Committee: Mark Fodero, Dale Rockefeller, Kate White, Adele Wick, Donalee Brothers, and Denise Grimse – The updated 2012 library budget and the \$50,000 warrant article were presented to the Budget Committee.

1/9 Friends Meeting: Becky Marks and Donalee Brothers – The group selected the Covered Bridges of NH lecture to replace the canceled March program. Fund raiser events were discussed including the plant sale. It was agreed that all would bring two ideas for fund raisers to the February meeting. Also the group plans to discuss the future of the annual plant sale. Director's and Officer's insurance was discussed and the group decided it would not meet the Friends' needs.

1/10 CLOS: Susan MacDonald – Attended the Seacoast Children's Librarians meeting held at the Children's Museum in Dover. The group toured the museum and learned about what the

museum offers to local communities and about their summer outreach programs available to libraries. Every first Friday of the month, from 5-8pm, the Children's Museum is open free of charge to all patrons. The local librarians group hopes to be available at the museum on the first Friday night in June to promote summer reading. Flyers will be distributed with information about all the local libraries in the area. This is a great way to work with the museum to promote reading to as many people as possible.

1/11 Ebsco MasterFile Premier Training: Margaret Mooers – Viewed the archived webinar which covered the content of the database and demonstrated features and functions of advanced searching.

1/13 Great Stone Face Meeting: Susan MacDonald – The committee reviewed more titles for possible inclusion in the 2012-13 list.

1/18 Budget Committee Meeting: Donalee Brothers and Denise Grimse – Answered questions on our budget.

1/25 YALS: Becky Marks – Attended the YALS committee meeting in Concord. The YALS Fall Conference agenda was planned with Flume nominees taking center stage, along with teen programming ideas, and program marketing (how to pack those seats). An author is planned for an after lunch guest speaker. The next meeting is Thursday, May 3<sup>rd</sup> at 10am.

1/25 Book talks at GCS: Becky Marks and Susan MacDonald – Conducted rapid review sessions for the two 6<sup>th</sup> grade classes and promoted TAB, DIY, and the February teen event.

1/27 Book talks at GCS: Becky Marks and Susan MacDonald – Conducted rapid review sessions on a variety of books for the two 3<sup>rd</sup> grade classes in the morning and the two 4<sup>th</sup> grade classes in the afternoon.

1/31 Book talks at GCS: Becky Marks and Susan MacDonald – Presented four rapid review sessions utilizing YouTube trailers and book jacket screen shots to the two 7<sup>th</sup> grade classes and the two 8<sup>th</sup> grade classes. They also promoted TAB, DIY, and the February teen event.

**Library Services:** The automated Interlibrary Loan service was interrupted January 19<sup>th</sup> when the server in Concord failed. This negatively impacted our ability to request and send out materials for two full weeks. The service resumed on February 2.

Respectfully submitted,  
Denise Grimse, Director