

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

Present: D. Brothers, J. Gilston, D. Grimse, M. Soldini, D. Rockefeller, C. White,  
A. Wick

Meeting start time: 4:30 pm

1. Minutes of June 12, 2012 accepted as written.
2. No Selectman's Report
3. No Teen Advisor's Report
4. Donations of \$24 accepted unanimously.
5. The Director's Report was accepted with a minor correction followed by some discussion and clarification regarding the presentation by Anthony Blenkinsop. D. Grimse distributed a revised copy of the Handbook for Trustees.
6. Checks were signed by A. Wick.
7. Mileage reimbursement of \$200.51 was approved and signed by D. Rockefeller.
8. Payroll preview and review was completed and signed by D. Rockefeller.
9. Old Business
  - a. The 2012 Survey is ready to go to print. Volunteers will be needed within the next couple of weeks to fold it. Yellow copies will be included in the next issue of the Grapevine. Pink and blue copies will be made available at other locations.
  - b. Plans for the Summer Celebration, Saturday, July 21 were discussed. D. Rockefeller will freeze the t-shirts. Additional t-shirts are needed. D. Brothers will help with the book sale at the Library.
  - c. The advisability of holding another spaghetti dinner fund raiser in the fall was discussed. The Friends group does not want to do it. J. Gilston and D. Brothers suggested the Board try it again since it is felt that the poor response last year was due to the bad storm that day. M. Sodini stated he had done several at the school so it was tentatively planned to see if it would be feasible to hold it at the school.
  - d. M. Fodero has been approved as an alternate Trustee and needs to be sworn in.
10. New Business
  - a. The Selectmen are interested in conducting a Space Needs Study of Town facilities. M. Sodini reported that the purpose of this study was to indicate preparedness in the event that grant money becomes available to the Town for repairs or renovations. It is unclear at present if the study includes the Library.
  - b. In regard to ADA access to the Library building, D. Grimse reported that she received an e-mail from the Rye Library regarding a request to

reimburse the charge for a Greenland resident to obtain a library card there. C. White and A. Wick both stated that they would be willing to sponsor this person but the involved party has not yet approached the WPL and remains unknown to us. Since Board members felt that this might be one way to meet the needs of a disabled patron we will give further consideration to a creating a policy in regard to this.

c. Staff changes:

D. Grimse now attends the Town Staff meetings on the Tuesday following the Selectmen's meeting which takes her away from the Library for ½ to 1 hour.

B. Marks plans to be leaving the area at the end of September.

D. Grimse has discussed with the children's librarian, S. MacDonald, the possibility of her taking on the full-time position of Assistant Director and continuing her work as children's librarian. Both think this plan is a good one. A part time staff person would be hired to be primarily for the teens and tweens groups as well as circulation and social media. Minor changes may be required in other part time staff schedules.

11. Building issues;

a. The gutters were cleaned by Hour Glass Window Cleaning today.

b. D. Rockefeller will fill a hole in the floor left when computer wiring was changed.

12. Next Meeting: August 14, 2012 4:30 pm

C. White, Sec.

The Director's Report follows:

# Weeks Public Library Director's Report July 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          |
| <b>February</b> | 4,164         | 3,277         | 27.07%       | 38               | 33         | 473              | 327          |
| <b>March</b>    | 3,884         | 4,047         | -4.03%       | 36               | 35         | 271              | 315          |
| <b>April</b>    | 3,598         | 3,725         | -3.41        | 26               | 38         | 252              | 322          |
| <b>May</b>      | 4,168         | 3,338         | 24.87%       | 22               | 20         | 248              | 188          |
| <b>June</b>     | 4,584         | 4,128         | 11.05%       | 33               | 38         | 678              | 631          |
| <b>Totals</b>   | <b>24,025</b> | <b>21,954</b> | <b>9.43%</b> | <b>188</b>       | <b>184</b> | <b>2,243</b>     | <b>1,960</b> |

|                 | 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         |
| <b>February</b> | 79                 | 80         | 86         | 13         | 3                | 13        | 4               | 11        |
| <b>March</b>    | 92                 | 116        | 81         | 31         | 2                | 4         | 9               | 8         |
| <b>April</b>    | 75                 | 108        | 77         | 19         | 2                | 8         | 2               | 7         |
| <b>May</b>      | 98                 | 115        | 97         | 28         | 5                | 3         | 13              | 3         |
| <b>June</b>     | 76                 | 99         | 90         | 33         | 10               | 1         | 0               | 1         |
| <b>Totals</b>   | <b>528</b>         | <b>647</b> | <b>495</b> | <b>138</b> | <b>24</b>        | <b>33</b> | <b>34</b>       | <b>36</b> |

| 2012            | Heritage Quest | Universal Class |
|-----------------|----------------|-----------------|
| <b>January</b>  | 48             | NA              |
| <b>February</b> | 138            | NA              |
| <b>March</b>    | 515            | 3               |
| <b>April</b>    | 94             | 1               |
| <b>May</b>      | 283            | 2               |
| <b>June</b>     | 166            | 0               |
| <b>Totals</b>   | <b>1,244</b>   | <b>6</b>        |

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**Donations:** \$24 needs to be accepted in donations.

**Events and Classes:**

June statistics include classroom visits conducted by Susan MacDonald and Becky Marks, and a day care visit conducted by Susan MacDonald. Many children and caregivers attended the last story time before the summer programming schedule began on the 28<sup>th</sup>. Only one teen came to the TAB meeting. Summer Reading, "Between the Covers," for adults is well underway. Readers are tracking their titles and attending programs. Events in June for adults included the monthly book discussion on Before I go to Sleep by S.J. Watson, the weekly cribbage nights, the weekly Friday morning events, and a New Hampshire Humanities Council lecture on the "New England Town".

All the Summer Reading events have had a very good start with plenty still to come in July and August. The annual Cow Day summer kick-off event attracted 177 people on a very, very hot June day. The next week, children and caregivers attended a puppet show and story time. Seven 5<sup>th</sup> and 6<sup>th</sup> graders attended the Survive the Night event which featured a challenging dream catcher craft, an edible campfire, and a night themed challenge game. Ten teens decorated cupcakes creating edible werewolves.

**Meetings, Workshops and Conferences:**

6/1 NHLA ITS: Digital Summit: Hooksett Public Library: Denise Grimse – Attended this summit to learn about all things digital for libraries.

6/5 NHUPAC Training: Becky Marks and Meredith Hoyt – Both attended the state catalog training classes on searching, cataloging, and ILL procedures.

6/5 NHUPAC Training: Lee Atkinson – Attended the state catalog training class on searching.

6/5 Classroom Visits: Susan MacDonald – Visited the first set of classrooms for grades 1, 3, and 4 to tell them about the Summer Reading program and the events planned for the summer.

6/6 Classroom Visits: Susan MacDonald – Visited grade a 2<sup>nd</sup> grade class to tell them about the Summer Reading program and the events planned for the summer.

6/6 Classroom Visits: Becky Marks – Visited the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade classes to tell them about the Teen Summer Reading programs and teen events planned for the summer.

6/8 Classroom Visits: Susan MacDonald – Visited the other 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> grade classes to tell them about the Summer Reading program and the events planned for the summer.

6/8 NELA Cloudy with a Chance of Connecting to the Future: Denise Grimse – Attended this full day event to learn about various cloud services for libraries and numerous security issues.

6/13 DOJ Annual Library Trustees Session: Denise Grimse – Attended the session in Concord, where Terry Knowles presented information on public money and Trustee money, library laws, and the Town of Littleton case in which the Supreme Court of New Hampshire declared library employees are employees of the library and not of the town. Anthony Blenkinsop presented information of the Right-to-Know law. Items of interest: problem patrons may be discussed in closed session, three of five Trustees attending a “social function” do not constitute a quorum, and grammar and spelling errors found in emailed minutes may be discussed via email. Just no decisions.

6/14 Excel 2010 Basics: Becky Marks – Attended this computer class at the Portsmouth Public Library.

6/14 Novelist Training: Denise Grimse – Watched the archived spring training webinar for NH librarians.

6/15 Intermediate Excel 2010: Becky Marks – Attended the second computer class on Excel at Portsmouth Public Library.

6/18 Daycare Visit: Susan MacDonald -Visited a local home daycare to tell them about the Summer Reading program and the events planned.

6/19 Town Staff Meeting: Denise Grimse – Met with Karen Anderson and Town Department Heads to review the June 18<sup>th</sup> Selectmen’s Meeting.

6/19 Facebook: Becky Marks – Attended the Facebook training class at Portsmouth Public Library to learn more about Facebook.

6/19 OneClickdigital Webinar: Denise Grimse – Attended another webinar session to better understand the audio books subscription collection.

6/20 Intermediate Word 2010: Becky Marks – Attended this computer class at Portsmouth Library.

6/29 Seacoast Coop Meeting: Denise Grimse – Met with other Seacoast Directors at Kingston’s new library. Sarah Sycz Jaworski, the library director, presented a timeline of the project and provided value insights to the whole process.

**Equipment:** No progress on new network components.

**Building:** Still trying to get the gutters cleaned for the spring.

Respectfully submitted,  
Denise Grimse, Director

