

Trustees' Meeting Minutes Tuesday, August 14, 2012

Present: D. Brothers, J. Gilston, D. Grimse, D. Rockefeller, C. White, A. Wick
Absent: M. Fodero, M. Sodini, J. Vitale, Selectman, Rep.

Meeting start time: 4:35 pm

1. The minutes of July 10 were accepted with clarification.
2. No Selectman's Report.
3. Donations of \$49 unanimously accepted.
4. The Director's report was accepted as written.
5. Checks were signed and deposits accepted for transfer to bank by A. Wick.
6. Payroll preview and review was completed and signed by Chair Rockefeller.
7. J. Gilston volunteered to represent the Board at the Friends' meeting on Monday, September 10 at 6:30 pm.
8. Old Business
 - a. Library staff have been made aware that a No Trespass Order has been issued to a problem patron.
 - b. K. Anderson agreed that the Library could pay a for an ADA Non-Resident Card as previously decided by the Board. Rye Library has issued a temporary card for the Greenland resident and asked the resident to request reciprocity from WPL but the resident has not come forward.
 - c. Volunteers are requested to insert the Library Town Survey in the Grapevine when the issue becomes available.
 - d. A discussion of the review process for the Survey was tabled until the next meeting.
 - e. The fund raising spaghetti dinner is scheduled for 5 - 7:30 pm on Tuesday, October 23rd at Greenland Central School. D. Grimse has booked the school from 3:30 - 8:30 pm.
 1. Two Patrons have volunteered specific goods to date.
 2. J. Gilston will speak to the Friends about their ability to help.
 3. A. Wick will check on the cost of newspaper advertising.
 4. D. Rockefeller will contact M. Fodero regarding donations.
 - f. Staffing/Librarian Position:
 1. The Board unanimously agreed to accept S. MacDonald in the full time position of Assistant Librarian/Children's Librarian at an annual salary of \$36,400.
 2. Director Grimse will post the position for a part time Librarian for 34.75 hours/ week at \$15/ hour.

10. New Business:

- a. It is time to start planning for next year's budget. Some needs may be revealed as a result of the Library Survey. D. Grimse has indicated needs for downloadable books, e readers, programs, a DVD player, a digital projector and replacement of the adult and children's encyclopedias.
- b. Three future projects were posed for discussion: a permanent sign for the Library, replace back door since it is rotting and to make it code compliant, and the building expansion.

11. Building concerns:

- a. D. Rockefeller is working on repairing wiring holes in floor.
- b. Landscaping around the Library needs work. D. Brothers has volunteered a lot of time but it was agreed that more than volunteer labor is needed. D. Rockefeller suggested Paul Hayden be contacted. J. Gilston agreed to contact several local landscapers for prices if Mr. Hayden is not available.
- c. D. Grimse noted several other cleaning concerns including dusting, cleaning air intake filters, and rugs. D. Rockefeller stated that the Library needs a budgeted amount for these needs (i.e. items "b" and "c" herein). All agreed that the Town should not expect this necessary work to be done by staff or volunteers.

12. Next Meeting: Tuesday, September 11, 2012 at 4:30 pm.

13. Adjourn time 6:15 pm

To Do: D. Grimse will let members know when the Grapevine is ready for Survey inserts.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report August 2012

	Circulation		Change	Number of Events		Event Attendance	
	2012	2011		2012	2011	2012	2011
January	3,627	3,439	5.47%	33	20	321	177
February	4,164	3,277	27.07%	38	33	473	327
March	3,884	4,047	-4.03%	36	35	271	315
April	3,598	3,725	-3.41	26	38	252	322
May	4,168	3,338	24.87%	22	20	248	188
June	4,584	4,128	11.05%	33	38	678	631
July	4,622	4,463	3.56%	34	34	476	434
Totals	28,647	26,417	8.44%	222	218	2,719	2,394

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2012	2011	2012	2011
	2012	2011	2012	2011				
January	108	129	64	14	2	4	6	6
February	79	80	86	13	3	13	4	11
March	92	116	81	31	2	4	9	8
April	75	108	76	19	2	8	2	7
May	98	115	97	28	5	3	13	3
June	76	99	90	33	10	1	0	1
July	86	96	111	48	3	0	1	0
Totals	614	743	605	186	27	33	35	36

2012	Heritage Quest	Universal Class
January	48	NA
February	138	NA
March	515	3
April	94	1
May	283	2
June	166	0
July	96	0
Totals	1,340	6

Donations: \$49 needs to be accepted in donations.

Events and Classes:

Children: Weekly Story Times on Thursdays have been very well attended by preschoolers and their caregivers. The Tuesday programs for grades K-4 have also been well attended. This year we mixed up the summer program by adding outside agencies to the Tuesday schedule. The NH Children's Museum presented an owl science lab and the Squam Lakes Science Center brought three night animals, a bat, a skunk and an owl. At the staff designed events, which are held in the morning at 11am and again at 6:30pm the same Tuesday, children made glow-in-the-dark stars and planets using various glow techniques and enjoyed a rocket event where they made four rockets out of a variety of materials.

Tweens: Students entering 5th and 6th grade used glow-in-the dark paint on t-shirts, shrink disk creations, and foam shapes at the It Glows event. On Movie Night they enjoyed a PG movie and popcorn. For the Eat an Alien night they created alien cupcakes and glow-in-the dark alien eyes!

Teens: Teens enjoyed another cupcake decorating night, making a sunflower cupcake and a black & white cupcake, after the brief TAB meeting. The Dead of Night Café featured an open mic in the Children's Room which was transformed into a café with mini white lights, crepe paper curtains, shiny stars on the table, and electric candles. Ice cream was served and donations for the Cross Roads Kids were collected. At the Lava Lamp & Movie Night teens created mini lava lamps and other glow-in-the-dark crafts before watching the movie. At the last event in July, teens played the Live Clue game. This time the Children's Room was transformed into a nine room mansion complete with an outline of a body on the floor! Everyone had a good time.

Summer Fun, Frozen T-Shirt Contest: Twenty-one children worked feverishly to be one of the first five participants to thaw a frozen t-shirt and to claim a prize. Freeze pops were available for all ages.

Adults: On Monday nights cribbage is still very popular and on Fridays the Friday Morning Group has been the place to be! The book discussion on [A Reliable Wife](#) by Robert Goolrick was well attended and ran smoothly with the starter and facts baskets. One computer tutoring session on using an iPad with our Downloadable Service was conducted.

August programs feature two full weeks of drop-in crafts, a Ronald McDonald performance, and a movie for children. There will only be one story time session. The summer reading logs must be turned in by August 17 for both the treasure chest and the tweens' raffle. Tweens have a gaming night and a shadow casting program. Teens have a TAB meeting with a Live Clue Repeat and a final café night. Teen summer reading raffle winners will be drawn at the café night. Adults have the weekly cribbage nights and Friday Morning Group, the monthly book discussion, and a paranormal lecture on the hereafter. Adults will keep reading through Labor Day for their summer reading program and raffle.

Meetings, Workshops and Conferences:

7/3 Department Head Meeting: Denise Grimse - Met with other Department Heads at the Town Offices.

7/9 Novelist Webinar: Margaret Mooers – Watched the archived training webinar for NH librarians.

7/12 Annual NHDB Consortium Meeting: Met with other consortium members to discuss the 2012 fee schedule and the various options for 2013.

7/12 Novelist Webinar: Lee Atkinson – Watched the archived training webinar for NH librarians.

7/17 Department Head Meeting: Denise Grimse - Met with other Department Heads at the Town Offices.

7/23 Novelist Tutorial: Elaine Molleur – Watched a series of tutorials on the Novelist database.

7/23 Facebook for Organizations: Denise Grimse – Attended a workshop at the Portsmouth Library to learn more about Facebook's updated Pages feature for organizations and businesses.

7/31 Department Head Meeting: Denise Grimse - Met with other Department Heads at the Town Offices.

Staffing: Evaluations were completed for Lee Atkinson, Susan MacDonald, Elaine Molleur, and Margaret Mooers. Becky Marks is leaving at the end of September and Meredith Hoyt just returned from leave in March. Time will be scheduled with Meredith in the fall.

Facebook: The Library has an official Facebook page. Photos have been added and invites to “Like” us have been sent. Comments are not allowed. The goal is to communicate more efficiently with parents and possibly the teens.

Library Cards and PINs: Library cards are now set to expire every year. This will keep our users’ information current and reduce misuse of any online services. Also PINs to access accounts are being updated to improve security for the online services.

Equipment Update: A new switch for the network was installed. Books Systems upgraded their servers in July but needed to move our data on August 10th due to an unknown problem, which they are investigating. A new wireless configuration is being designed and tested. Another Windows 7 computer will be purchased this fall along with all necessary software.

Respectfully submitted,
Denise Grimse, Director