

**Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, September 11, 2012**

Present: J. Gilston, D. Grimse, D. Rockefeller, M. Sodini, A. Wick, C. White, Bruce Dalstrom, representing the Friends of the Library

Meeting start time: 4:30 pm

1. The minutes of August 14, 2012 were accepted with corrections.
2. Donations of \$147.50 were unanimously accepted.
3. The Director's Report was accepted as written.
4. Payroll preview and review were completed and signed by Chair Rockefeller.
5. Old Business
  - a. The request for an ADA Non-Resident Card has been received. D. Grimse will follow up with an explanation of the Board's agreement to fund the library card with the understanding that it may be renewed on request at the end of one year. The cost to the WPL was \$60.
  - b. Property Maintenance Update: A. Wick spoke with the Town Manager who agreed to have Paul Hayden work on the necessary weeding and trimming.
  - c. Two interviews have been conducted with persons interested in the part-time librarian position and two more are scheduled for Thursday, September 13. Those present agreed to meet on Monday, September 17 at 3:30 pm to review the results.
  - d. D. Grimse has solicited several volunteers who have agreed to work on donations for the spaghetti dinner scheduled for October 23.
  - e. A. Wick will again talk to Jim at Citizens Bank to correct the monthly maintenance fee charge.
  - f. The Library surveys have gone out and we await the returns.
  - g. Changes that have to be made in the proposed 2013 budget were discussed and it was agreed that we would look at the final submission at the meeting scheduled for Monday.
6. New Business
  - a. Burns Security has been notified that D. Rockefeller and J. Gilston are the contact persons who have emergency access to the building.
  - b. The Board voted unanimous approval of \$30 for D Grimse's attendance To the NHLA Fall Conference.
  - c. Changes to the Personnel Manual will be reviewed at the October meeting.
7. Next Meeting: Monday, September 17 at 3:30 pm for:

Librarian position discussion  
Budget Review

8. Next monthly meeting: Tuesday, October 9 at 4:30 pm

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report September 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>July</b>	4,622	4,463	3.56%	34	34	476	434
<b>August</b>	4,121	4,671	-11.77%	29	26	239	233
<b>Totals</b>	<b>32,768</b>	<b>31,088</b>	<b>5.40%</b>	<b>251</b>	<b>244</b>	<b>2,958</b>	<b>2,627</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	76	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>July</b>	86	96	111	48	3	0	1	0
<b>August</b>	77	109	89	44	0	0	3	1
<b>Totals</b>	<b>691</b>	<b>852</b>	<b>694</b>	<b>230</b>	<b>27</b>	<b>33</b>	<b>38</b>	<b>37</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>July</b>	96	0
<b>August</b>	83	0
<b>Totals</b>	<b>1,423</b>	<b>6</b>

**Donations:** \$147.50 needs to be accepted in donations.

### Events and Classes:

**Children:** August featured the last story time for the summer, two full weeks of drop-in crafts, the Ronald McDonald performance, and a Friday afternoon movie. Children turned in their reading logs and picked up their prizes.

**Tweens:** Students entering 5<sup>th</sup> and 6<sup>th</sup> grade participated in a gaming night and a shadow casting program. Alex K. and Morgan M. won the two \$25 Target gift cards.

**Teens:** TAB Meeting and Encore Live Clue: Three Teens came to the TAB meeting, two stayed to play Live Clue. At the TAB meeting, several books and one music CD were selected. The teens then discussed programming for the fall: September, cupcake decorating; October Grail Mania program; November, open mic cafe with a Thanksgiving theme; and December, a holiday party with a Yankee swap featuring a book swap and a silly gift swap. The Teens also want to dress up as their favorite holiday character. In

August the teens also attended "The Shadow" open mic café. Four teens told jokes and stories and attempted shadow casting. Ice cream, cookies, and a variety of beverages were served. Volunteer, Hillary K. pulled the winners of the \$25 Fox Run Mall gift cards, Josh B. and Natalie T.

**Adults:** Cribbage nights and Friday Morning Group attendees are still enjoying themselves.

The book discussion on The Water's Lovely by Ruth Rendell was well attended with plenty of discussion. Eighteen people attended "The Mensan and the Medium present: Here and Hereafter" discussion. Attendees shared stories and experiences, asked questions of the presenters, and left with much to ponder. Twenty adults read five or more books for the summer reading program and Eve Fralick won the \$50 Portsmouth Ala Carte card.

September events include the Friends' Mum Sale, a Dance Dance Revolution session for grades 4 and up, a Fly Fishing and Traveling to Argentina slideshow, the fall session of story time, a Carolina Snowflake drop-in craft night, the monthly book discussion, a TAB meeting and teen cupcake decorating night, a new release movie, and a week of fall crafts for children. Weekly cribbage nights and Friday Morning Groups will also meet in September. Chair Yoga led by Cheryl Rossman was just added for Friday, September 28 at 10am.

Library staff has worked closely with the Greenland Central School Enrichment Committee to coordinate fall classes. Fall library events planned so far are listed in their After-School Enrichment Programs newsletter and on their website. The GPO newsletter also lists our teen and children events for September plus the Friends' mum sale.

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

8/14 Department Head Meeting: Denise Grimse – Briefly met with Karen Anderson and Ralph Cresta at the Town Offices. Other Department Heads were unavailable.

8/28 Department Head Meeting: Denise Grimse - Met with other Department Heads at the Town Offices. 2013 Budgets due to Karen Anderson by the morning of October 9.

8/31 Seacoast Coop: Denise Grimse – Met at the Portsmouth Library with other Directors and Bobbi Slossar from the State Library. All things digital was the focus of the meeting.

#### **Online Services Update:**

The State Library could not negotiate an affordable rate for Newsbank, a newspaper database. So it is no longer available to our residents.

The global PIN change was implemented. The default PIN was set to the last four digits of the patron's phone number but can be changed as needed. A PIN is now required to access the NH Downloadable Books service. Also new in Atrium, patrons may view their checkout history for the past year or so by logging into their library account.

#### **Equipment Update:**

The new wireless configuration is up and running. There is still no password required for public access.

CyberPatrol software was reinstalled on the two Children's desktop computers to fix email access problems.

The new Windows 7 laptop is finally available for staff. This is the second Windows 7 computer in the building. As mentioned last month, another Windows 7 computer will be purchased soon along with another laptop for staff/network printing use. Details are still being worked out. Staff will be attending Windows 7 and Office 2010 classes through LearningExpress, Dummies DVDs, and/or Portsmouth Library.

Respectfully submitted,  
Denise Grimse, Director