

Weeks Public Library Trustee's Meeting, Tuesday, October 9, 2012

Present: Director D. Grimse and Trustees M. Fodero, J. Gilston, D. Rockefeller, M. Sodini and A. Wick

Meeting Starting Time: 4:45 PM

Agenda:

1. Minutes from the last meeting were approved unanimously, with the addition of one final period.
2. Donations of \$63.00 were also approved unanimously after being moved by Wick and seconded by Gilston.
3. Payroll Review was performed by Rockefeller.
4. No checks needed signing.
5. The Director's Report was accepted and applauded as received.
6. Friends' Meeting Review and October Events were discussed.
 - a. There will be a Friends' pot-luck dinner Monday, October 15, starting at 6:30 PM at the Parish House.
 - b. The Friends are also sponsoring "Runaway Wives" and "Grail Mania" as well as baking for the Spaghetti Supper.
7. Old Business
 - a. Spaghetti Dinner, October 18. Grimse will examine the school kitchen to find out what's available and what is not. Fodero suggested finding out whether the Parish House kitchen is available on the 19th. Grimse will find out whether or not Me & Ollie's will donate bread again.
 - b. Surveys. Many have been filled out returned, mostly (we can tell by the color coding) those inserted in the Greenland Grapevine.
 - c. Personnel Manual Updates: Grimse proposed replacing "children" with "the public" in the document to make it more general. Rockefeller then moved to approve the manual. Fodero seconded, and it was approved unanimously.
8. New Business: Grimse discussed the Fall/Winter Maintenance List, to which she then added "fix pot holes as needed".
9. Other items that came up after the posting of the agenda: a discussion of getting signs like those at the school and town hall.
10. Building: Denise will get quotes for replacing the back door; discussions were also held about
 - (i) how slippery the ramp is when pine needles are falling and therefore how important it is to remove them, and
 - (ii) how desirable motion-activated outdoor lights might be.
11. The next meeting will be on Tuesday, November 13, starting at 4:30.
12. On the "to-do-list" is covering the AC again.

The meeting adjourned at 5:33 PM.

Respectfully Submitted,
A. Wick, Acting Secretary

Director's Report follows:

Weeks Public Library Director's Report October 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
August	4,121	4,671	-11.77%	29	26	239	233
September	3,420	3,627	-5.71%	23	31	191	253
Totals	36,188	34,715	4.24%	274	275	3,149	2,880

	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
August	77	109	89	44	0	0	3	1
September	86	103	89	39	0	0	1	4
Totals	777	955	783	269	27	33	39	41

	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
August		83	0
September		74	2
Totals		1,497	8

Donations: \$63 needs to be accepted in donations.

Events and Classes:

September events included the Friends' Mum Sale, the Dance Dance Revolution session for grades 4 and up, the Fly Fishing slideshow, three story time sessions, the

Carolina Snowflake drop-in craft night, the monthly book discussion, the chair yoga session, the TAB meeting, the teen pumpkin cupcake decorating night, the new release movie, and the week of fall crafts for children. Weekly cribbage nights and Friday Morning Groups also meet in September.

Special events scheduled for October: origami with Hillary for grades 4 and up; two New Hampshire Humanities Council programs, one for adults and one for teens and other Grail fans; the Friends potluck dinner meeting; the spaghetti dinner fund raiser; a week of Halloween crafts; two Friday flicks; and the annual Halloween party for children. The babysitting workshop was canceled due to low registration.

Meetings, Workshops and Conferences:

9/14 Great Stone Face Committee: Susan MacDonald - Met with other committee members to begin the search for the best titles for the 2013-14 GSF list.

9/15 Friends' Meeting: Becky Marks, Denise Grimse, Julie Gilston – Met with the Friends and reviewed details for the potluck dinner meeting, fall mum sale, and NHHC programs.

9/19 Basic Computers: Susan MacDonald - Attended this basic computer class at the Portsmouth Public Library.

9/21 Managing Files and Folders: Susan MacDonald – Attended this computer class at Portsmouth Public Library and learned how to manage files and save documents into specific folders.

9/25 Department Head Meeting: Denise Grimse - Met with other Department Heads at the Town Offices.

9/27 YALS Fall Conference: Becky Marks and Margaret Mooers – Three librarians shared how they conducted their teen programs and what kind of programs worked for them. We are doing as well as they are. Then Shelly Angers from the State Library addressed "How do I get teens into my library". This covered staff attitudes and the use of various media sources. Our invites go beyond what was presented and no one calls or emails teens directly like we do. Everyone strives to work with the school librarian and teachers to reach the teens. The Flume committee book talked the nominees for 2012-13 and the conference culminated with a special guest author, Sarah Smith, from Boston.

Online Services Update:

Library Ideas has been working with Atrium to get Freegal up and running. This online service will allow patrons in good standing to download and keep 3 individual songs per week. To access the service, patrons will need their library card number and their new updated PIN.

Building:

Apex Cleaning came to treat and re-clean the carpeting on the stairs after an unfortunate biological incident.

Respectfully submitted,
Denise Grimse, Director