

**Weeks Public Library
Trustees' Meeting
November 13, 2012**

Present: D. Brothers, J. Gilston, D. Grimse, D. Rockefeller, C. White

Meeting start time: 4:30 pm

1. The minutes of October 9 were accepted as written.
2. Donations of \$50 and \$250 in grant money were accepted.
3. Payroll preview and review was completed by Chair Rockefeller.
4. The Director's report was accepted as written.
5. D. Rockefeller will attend the Friends' Meeting at 6:30 pm on November 19.
6. Old Business:
 - a. The 2012 surveys are available in the Library to review. D. Brothers reported she noticed there was little interest in music CD's and that any requests for additional materials were accompanied by acknowledgment that Library space is limited. She also noted that the surveys gave high praise to the Library staff.
 - b. The Library Property Maintenance List has been forwarded to the Town Manager for consideration.
 - c. An exterior light for the driveway is on order.
 - d. D. Grimse has scheduled the gutter cleaning for November 23 at 9 am.
 - e. D. Grimse will contact Gage Builders for a quote on repairing the back door.
 - f. D. Rockefeller will talk with P. Walsh about a sign for the front lawn after Director Grimse arms him with pictures and more information.
7. New Business:
 - a. LGC Health Trust rates have increased 7.9% for medical and 1.2% for dental Coverage. There are no changes in the Library employee contracts this year.
 - b. D. Grimse received an offer to remove the tree stumps on the property for \$300. A decision regarding this was tabled.
 - c. Atrium OPAC offers an enhancement option for \$395 /year which provides much more information about the books shown on the Library website. D. Grimse recommends the addition to the service and purchase was unanimously agreed upon.

- d. Librarian L. Pike has prepared a Young Artist of the Month Program for Greenland students in grades 6 - 12. The Board enthusiastically supports this Program for our young adults. Their artworks will be on display in the Library at the end of the young adult literature aisle each month.
- e. D. Grimse has been reviewing the budget for planning purposes. The Board agreed that she should continue with the present staffing schedule when planning January staffing and authorized spending of any remaining funds for purchase of an additional computer and other necessary updates and replacement of equipment.
- f. Building concerns: Staff reports that toilet drainage is sluggish. Chair Rockefeller will contact someone about rotor rooting.

8. Adjourn Time: 6 pm

9. Next Meeting : Tuesday, December 11, 2012

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report November 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
October	4,232	3,652	15.88%	30	34	342	392
Totals	40,420	38,367	5.35%	304	309	3,491	3,272

	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
October	87	103	92	38	1	2	2	4
Totals	864	1,058	875	307	28	35	41	45

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
October	36	9
Totals	1,533	17

Donations: \$50 needs to be accepted in donations and \$250 in grant money.

Events and Classes:

Story times and Halloween crafts kept the Children's Room hopping this month. Three after-school Origami sessions with volunteer, Hillary Kayser, were offered for students in grades 4 and up. Five or six children attended each session and they made a variety of shapes each week. Three more sessions are scheduled for November. The two New Hampshire Humanities Council programs went well, though Grail Mania planned for the teens attracted mostly adults. The Friends potluck dinner meeting and the spaghetti dinner fund raiser went well. Joann Duncanson sent thank you notes to all the business sponsors and residents who donated. The two Friday flicks and the annual Halloween party for children also ran this month, with very good attendance. As mentioned last month, the babysitting workshop as listed on the calendar was canceled due to low registration. Four computer tutoring sessions ran in October. Three sessions involved the Downloadable Books Service and one session covered basic computer skills.

November programs include a TAB meeting for teens, chair yoga for adults on select Friday mornings, weekly Friday Morning Group meetings, a floral design workshop, a NHHHC lecture on NH Cemeteries and Gravestones, the monthly book discussion, weekly cribbage nights, a Thanksgiving craft week, and Thanksgiving themed Wild Wednesday and teen open mic night. Only two Story Time sessions are planned for November due to planning weeks and the holiday.

Meetings, Workshops and Conferences:

10/4 Power Point Basics: Susan MacDonald – Attended this computer class at Portsmouth Public Library and learned how to create slides and format images.

10/10 Microsoft Word 2010 Basics part 1: Susan MacDonald – Attended this computer class at Portsmouth Public Library and learned about the basic features of Word 2010.

10/11 Managing Files and Folders: Lee Atkinson – Attended this computer class at Portsmouth Public Library and learned how to manage files and save documents into specific folders.

10/12 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.

10/15 Friends' Potluck Dinner Meeting: Denise Grimse, Julie Gilston, and Donalee Brothers – Met with the Friends.

10/16 NHUPAC Training: Margaret Mooers – Spent the day at the Hooksett Library reviewing and learning procedures and functions of the State online catalog system.

10/17 Microsoft Word 2010 Basics part 2: Susan MacDonald – Attended this computer class at Portsmouth Public Library and learned more about the features of Word 2010.

10/18 Chilis Conference in Hampton: Susan MacDonald – Several sessions were planned for the day. The first morning session reviewed accessing the needs of your community. The focus was on addressing hunger and the need for extra help especially in the North Country. The second session dealt with working with mentally challenged patrons. The lunch speaker was Steve Cotler, who wrote Cheesie Mack is not a Genius or Anything. This children's book is on this year's Great Stone Face booklist. He was a great speaker and storyteller. The after lunch sessions featured Isinglass booktalks and a presentation on early literacy and available resources. Several demonstrations were given.

10/23 Department Head Meeting: Denise Grimse – Met with other Department Heads at the Town Offices.

10/23 Friends' Spaghetti Dinner: Dale Rockefeller, Mark Fodero, Donalee Brothers, Julie

Gilston, Denise Grimse, Susan MacDonald, Barbie Hazzard, Phyllis Picha, Deb Bauder, Joann Duncanson, and Karen Johnson – Everyone helped make the dinner a success!
10/25 YALS Meeting in Concord: Lisa Pike – The group discussed possible venues and authors for next year's annual conference. There was also talk about the upcoming Teen Video Challenge and that participants have to be between 13-18 years old and live in New Hampshire. Librarians were asked to remind patrons about nominations for the 2013 Flume Award and Isinglass Award Lists. The next meeting will be at the Kimball Library of Atkinson on January 24, 2013.

10/26 Seacoast Coop: Denise Grimse – The group met at the Mary E. Bartlett Memorial Library in Brentwood. Elizabeth Ives, from NHLTA, spoke with attendees about budgeting and other financial issues. We all toured the library.

Library Services:

The library closed at 2pm on October 29 due to the Governor's request to have everyone off the roads by 3pm in preparation for Hurricane Sandy.

The Interlibrary Loan service, run through the State Library, was down from October 25 to November 8. When the system is down, it affects our efficiency, the work flow, and service to patrons. Unfortunately, it is not clear why it went down or why it came back up. So it may go out again.

Online Services Update:

Online Newsstand is a new page on our website. It provides easy access directly to articles from major magazines provided by EBSCOHost. The library's EBSCOHost User ID and Password are required to access the article. Links to this page can be found in two spots on our homepage, at the top in the list of other pages and through the Online Newsstand icon down the center of the page with the other online services.

Freegal™ Music Service is now up and running. This online service allows patrons in good standing to download and keep 3 individual songs per week. The link to the service is the Freegal™ Music Service icon on our homepage placed among our other online services. To access the service, patrons will need their library card number and their new updated PIN. The Friends contributed \$900 towards the cost of the service for the 2012-13 subscription year.

Building:

There has been no noticeable damage from the earthquake or the hurricane.

The toilet continues to have issues periodically.

The exterior light for the driveway is on order.

Staff has spent time scrubbing the large air in-take screen.

Respectfully submitted,
Denise Grimse, Director