

**Weeks Public Library
Trustee's Meeting
December 11, 2012**

The meeting began at 4:36 PM and adjourned at 5:25 PM.

Present were Director D. Grimse, Alternate Trustees D. Brothers and A. Wick, and Alternate Trustee M. Fodero, taking the place of D. Rockefeller.

1. The minutes were approved unanimously with two modest corrections after being moved by Wick and seconded by Fodero.
2. Donations of \$91.50 were accepted, again unanimously and with the same mover and seconder.
3. Fodero and Wick reviewed Payroll documents.
4. There were no checks to sign.
5. The Director's report was approved with two small corrections.
6. Again with unanimity and Wick as mover, Fodero as seconder, Grimse's \$58.37 in travel expenses was approved.
7. Old business included a quote for the back door -- the existing frame will be adequate, but the cost would be \$3,235.00 for Fiberlast panels, 22'x36" glass light, a panic exit device and a key cylinder to meet code. The other item was the sign research Grimse has commenced.
In other old business, Grimse presented the trustees with research and photos of the Lane Memorial Library. With a board to advertize special events, it has made a substantial difference in attendance. Costs can run as high as \$18,000, as they did for the Kimball Library in Atkinson. Fodero will ask Rockefeller to get bids for both projects.
- 8(a). Because of misuse of funds, the health insurance company has written check of \$39.06 for Grimse and \$18.02 for Sharon Taylor. Both were approved unanimously, with Wick moving and Brothers seconding.

8(b). At the Friends Meeting on December 10, as detailed by Grimse, a discussion about creating "office space" was commenced. One possibility was to have the Friends donate partitions, which could enclose a larger desk and reduce some of the sound – if and only if the second bench in the library (not the one by the table, with its time capsule) can be moved elsewhere. Wick will research whether a move like this is possible and, if it is, where.

B(c). Two changes in the Weeks Public Library's Circulation Policy were suggested by Grimse, moved by Wick, seconded by Brothers, and approved by all three. Accordingly, 1(c) and 6(a) will be removed, the former to simplify administrative work and the latter for consistency – it will be replaced with (a) In the Weeks Public Library's Interlibrary Loan Policy.

8(d) Again with unanimous consent, the trustees agreed to give Grimse the authority to encumber funds, authorizing expenditures in 2012 when the bills may not come in and be paid until 2013.

9. Grimse corrected a math error in next year's proposed budget. She kept the total Town appropriation the same by reducing line item budgets for books and multimedia. Grimse also noted that computers are being replaced according to the plan therefor.

10. Miscellaneous building issues were then discussed.

The septic tank exists! It's under the ramp and has been empty just in time, being brim full.

The driveway light is scheduled to be installed on Thursday, December 13.

Pot holes were filled on 12/03/12, but are already re-appearing.

The windows are dirty. Brothers and Wick will get quotes from cleaners.

The next meeting will be at 4:30 on 01/08/13.

Respectfully Submitted,
Acting Secretary Wick

Director's Report follows:

Weeks Public Library Director's Report December 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
November	3,669	3,792	-3.24%	29	22	245	167
Totals	44,089	42,159	4.58%	333	331	3,736	3,439

	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
November	65	110	96	52	2	3	9	4
Totals	929	1,168	971	359	30	38	50	49

2012	Heritage Quest	Universal Class	Freegal
January	48	NA	NA
February	138	NA	NA
March	515	3	NA
April	94	1	NA
May	283	2	NA
June	166	0	NA
July	96	0	NA
August	83	0	NA
September	74	2	NA
October	36	9	NA
November	29	1	7
Totals	1,562	18	7

Donations: \$91.50 needs to be accepted in donations.

Events and Classes:

Story time sessions ended and began in November giving Susan MacDonald, the Children's Librarian, a few weeks in between to plan. Currently sessions run for eight weeks depending on holidays. Volunteer Hillary Kayser ran three origami sessions for the tweens. Five to seven tweens came each week. Wild Wednesday for tweens featured edible turkeys and shrinky dinks. The Thanksgiving Drop-in craft week ran for only four days but 70 children created fun turkey themed crafts.

Teens met with Lisa Pike for a special "Day of the Dead" TAB meeting early in the month. They created skull magnets and talked about books and programs. The group met again briefly to discuss books and programs before the Open Mic Café. Eleven teens attended the café which turned into a mini concert with several teens playing their instruments.

Adults attended the Monday cribbage nights, the monthly book discussion, the cornucopia centerpiece workshop, and the NHC lecture, "NH Cemeteries and Gravestones." The new Chair Yoga class ran twice in November and both sessions were well attended. Everyone seems to enjoy the class with some attendees even staying for Friday Morning Group games and conversation. The twice a month sessions will continue in December.

December events include a fly tying workshop, chair yoga for adults on the first and third Fridays of the month, weekly Friday Morning Group meetings, the monthly book discussion, weekly cribbage nights, a holiday craft week for children, and separate holiday parties for children, tweens, and teens. Story times will run all month.

Meetings, Workshops, and Conferences:

11/6 PHPMyAdmin: Building a Database Workshop: Denise Grimse – Attended this workshop at the Lane Library in Hampton run by Bobbi Slossar from the State Library. Learned how to build a database, create tables, and upload content to the Internet. This can be used to create searchable online databases for town vital records and other such data.

11/8 NHLA Fall Conference and Business Meeting: Denise Grimse – Attended this conference held in Gilford, NH. The NHLA lobbyist reviewed his role and the present legislative environment in Concord. Mary Searles, NH Law Library, and Kathy Fletcher, UNH School of Law, presented New Hampshire legal resources, and local author, Carol Lee Anderson, spoke on the history of Gunstock.

11/9 Great Stone Face Committee: Susan MacDonald – Met with other committee members to review titles for the 2013-14 GSF list.

11/19 Friends Meeting: Denise Grimse and Trustee Dale Rockefeller – The group reviewed the October programming events and the Spaghetti Dinner Fundraiser. The group agreed to investigate space usage for staff and programming ideas for 2013.

11/20 Department Head Meeting: Denise Grimse – Met with other Department Heads at the Town Offices.

Equipment and Computers

The new fax machine and all three computers have been delivered. The fax machine and the Windows 7 computer for Susan MacDonald have been installed. The staff laptop and desktop still need to be setup. Susan's old computer will replace a public computer in the Children's Room. The five public XP computers need to be replaced before April 2014.

The Blu-ray player and widescreen digital projector have also been delivered.

Respectfully submitted,
Denise Grimse, Director