

**Weeks Public Library**  
**Trustees' Meeting**  
January 8, 2013

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

Meeting start time: 4:35 pm - Adjourn Time 5:50 pm

1. The minutes of December 11, 2012 were accepted with minor corrections.
2. Donations of \$4000 to the Building Fund per request of the donor and \$139 to the general fund which has been deposited and included in the 2013 budget were accepted.
3. Payroll preview an review was completed by Chair Rockefeller.
4. Reimbursement of \$22.98 for e-books purchased at her own expense was authorized to Director Grimse.
5. The Revised Health Insurance Employee Credit (LGC) for Director Grimse was Corrected from \$39.06 to \$39.37.
6. The Director's report was accepted with corrections to the September 2011 program attendance and clarification of the septic tank discovery.
8. Checks were signed by C. White.
9. J. Gilston will attend the Friends' Meeting at 6:30 pm on February 11.
10. Old Business:
  - a. Budget completion: \$716.91 funds will be encumbered and \$180.31 returned to the Town .
  - b. The revised Circulation Policy was signed.
  - c. D. Brothers will get a quote for window cleaning.
  - d. Planning for cubicle space for the staff is still in the planning stage.
11. New Business:
  - a. D. Grimse commented on changes to Worker's Compensation RSA 281-A:64 effective 2013. Requirements apply to employers with more than 15 employees. Although not required to record and file minutes of meetings, the Safety Committee will continue to meet as necessary as they have been very helpful and effective in increasing safety measures at the Library.
  - b. An Employee Incident/Near Miss Report was reviewed and filed. D. Grimse reported slipping on the ramp when it was wet with no evidence of ice or snow. The Board will consider a non-slip surface covering for the ramp.
  - c. Reaction comments from the Budget Committee, primarily those regarding salaries, program expenses, Friend's funding and patron requests, were discussed. It was agreed that no changes would be made to the present 2013 Budget request at this time.

d. Trustees J. Gilston and D. Rockefeller were reminded that the dates for candidates filing for office are January 23 - February 1, 2013.

e. Director Grimse is working on the Library Report for the Town Report. They have requested that the report be limited to 2 pages.

f. A new sign for the Library is still being investigated.

12. Next meeting: We will be notified of the next Budget Committee meeting.

Next Trustees' Meeting: Tuesday, February 12, 2013 at 5pm at the Library to adjourn to the Public Hearing at 6 pm at Greenland Central School.

C.White, Secretary

Director's Report follows:

# Weeks Public Library Director's Report January 2013

	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>September</b>	3,420	3,627	-5.71%	23	19	191	222
<b>October</b>	4,232	3,652	15.88%	30	34	342	392
<b>November</b>	3,669	3,792	-3.24%	29	22	245	167
<b>December</b>	3,550	3,717	-4.49%	25	31	262	253
<b>Totals</b>	<b>47,639</b>	<b>45,876</b>	<b>3.84%</b>	<b>358</b>	<b>350</b>	<b>3,998</b>	<b>3,661</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>September</b>	86	103	89	39	0	0	1	4
<b>October</b>	87	103	92	38	1	2	2	4
<b>November</b>	65	110	96	52	2	3	9	4
<b>December</b>	99	87	91	69	0	3	2	2
<b>Totals</b>	<b>1,028</b>	<b>1,255</b>	<b>1,062</b>	<b>428</b>	<b>30</b>	<b>41</b>	<b>52</b>	<b>51</b>

2012	Heritage Quest	Universal Class	Freegal
<b>January</b>	48	NA	NA
<b>February</b>	138	NA	NA
<b>March</b>	515	3	NA
<b>April</b>	94	1	NA
<b>May</b>	283	2	NA
<b>June</b>	166	0	NA
<b>July</b>	96	0	NA
<b>August</b>	83	0	NA
<b>September</b>	74	2	NA
<b>October</b>	36	9	NA
<b>November</b>	29	1	7
<b>December</b>	149	0	84
<b>Totals</b>	<b>1,711</b>	<b>18</b>	<b>91</b>

**Donations:** \$4,139 needs to be accepted in donations. \$4,000 shall be deposited in our Building Fund account per the request of the donor with no other restrictions. The remaining \$139 was deposited in 2012 and is included in the 2013 budget.

**Events and Classes:**

December events included opportunities to learn something new, meet others with similar interests, and to celebrate the season. The fly tying workshop attracted adults and children who had a fun time learning how to tie fly-fishing flies. Luckily Mark Foley had two additional instructors join him as the group of five grew into ten. Adults enjoyed chair yoga on the first and third Fridays of the month. The weekly Friday Morning Group met three times and the cribbage group only met twice due to the holidays. Eight adults enjoyed the annual holiday book discussion. Seven people attended the two Friday Flicks holiday movies and twelve attended the special morning Preschool Holiday movie. Eighty-four children and care givers enjoyed the holiday craft week and fifty-four celebrated at the holiday party. Five tweens had fun with Holiday Bingo, prizes, and special holiday food. Four teens enjoyed pizza, traded wacky gifts, and talked about upcoming programs and books. Story times were created and planned for all month however, no one came to the session between Christmas and New Year's.

**Meetings, Workshops, and Conferences:**

12/4 Department Head Meeting: Denise Grimse – Met with other Department Heads at the Town Offices.

12/10 Friends' Meeting: Denise Grimse and Adele Wick – Discussed 2013 speakers and office space needs.

12/11 "What's New in Young Adult Literature": Lisa Pike - This all day seminar in Bedford was a very informative session covered over 340 different titles for the upcoming year in both Juvenile and YA literature as well as the Lexile scoring system for schools. Lisa was able to use many suggestions in expanding the current YA collection and also came away with a few ideas for YA displays and marketing.

12/11 OverDrive Hot eBooks Devices for the Holiday Webinar: Denise Grimse – Learned about this season's most popular eReaders, tablets, and phones that are compatible with OverDrive.

12/13 OverDrive Hot eBooks Devices for the Holiday Webinar: Lisa Pike - This was a half hour session on various ebook devices and formats and their use with the NH Overdrive Audiobook system. The webinar covered new devices such as the Surface tablet and new operating systems such as Windows 8 and Windows RT for such devices.

12/18 Department Head Meeting: Denise Grimse – Met with other Department Heads at the Town Offices.

12/18 Managing Files & Folders: Meredith Hoyt – Attended this class at the Portsmouth Public Library and learned how to manage files and save documents into specific folders.

12/28 Intermediate Microsoft Excel 2010: Lisa Pike – This was an hour and a half session at the Portsmouth Public Library about various tasks that can be performed within Microsoft Excel 2010. Lisa learned various methods of filtering information and performing equations to complete setup and finalization of various types of forms and reports.

**Building:**

Projects completed in December: Pot holes filled in, new exterior driveway light installed and septic tank discovered and pumped.

Respectfully submitted,  
Denise Grimse, Director