

Trustees' Meeting Minutes
Children's Room at the Library
Tuesday, July 9, 2013

Present: Library Director D. Grimse, Trustees J. Gilston, D. Rockefeller, M. Sodini, K. White, A. Wick and Alternate D. Brothers.

Meeting Starting Time: 4:33 PM

1. Minutes from the June meeting were unanimously approved with minor changes after being so moved by M. Sodini and seconded by D. Rockeller.
2. Also unanimous was the accepting of \$12 of donations after being so moved by A. Wick and seconded by K. White.
3. D. Rockefeller reviewed payroll.
4. A. Wick signed checks.
5. There were no questions about the Director's report, emailed in advance to the trustees.
6. In Old Business,
 - a. D. Grimse reported that a serviceman came for the third time to address AC Unit issues and needed to add over 6.5 lbs of refrigerant. Why the level was so low remains a mystery, as there was no puddle on the floor. Happily, however, the Unit is now cooling the library again.
 - b. Any and all efforts to acquire access to Comcast Channel 98 have been terminated after discovering initially undisclosed fees for the service.
 - c. Library window washing quotes have yet to be received. A. Wick will approach the relevant businesses to get some.
 - d. The issue of how to lessen slipperiness on the ramp continue to be discussed, with the new possibility of "textured paint" in addition to a variety of deck strips.
 - e. Radon issues were also reviewed, with possibilities of increasing ventilation in the Children's Room with fans and/or underground pipes. A. Wick will get at least 3 bids for solutions to this problem.
 - f. The Library will again actively contribute to "Summer Fun" on July 20, with a book sale in the Library 9:00 – 1:00, water balloon games 4:00 – 4:30, and the frozen-t-shirt competition at 4:30. The goal of t-shirt donations for this last is 20.
7. In New Business,
 - a. D. Grimse noted that the Library must transfer funds from its savings account to pay for 4 new computers, the total of which cost is \$2157.98. M. Sodini suggested also exploring state bid list for future projects.
 - b. ADP has decreased its payroll fees to \$43.31/7 checks a payroll. A. Wick signed a form to make it possible to cash payroll checks without fees if they are issued instead of direct deposit.
 - c. LGC will be refunding some fees. The question remains as to whether it will do so with checks or with future credits.
 - d. The Library recently received three recent complaints. The first is that large-print books shouldn't be on the bottom shelves, a problem the Library will deal with by printing up a list of said books. The second is that the steps down to the Children's

Room are dangerously close to the back door. After the meeting, K. White suggested installing a rail on the wall to the left of the door as the library is entered from the back for a greater sense of safety (or a lower sense of danger). Third is the bump created by a state project to repave Post Road. Said pump has already damaged a Trustee's car, and the Town probably needs to be involved in this issue.

e. Because the costs (\$200/year for the calendar) appear to exceed the benefits, the Library will not participate in "Event Keeper", an effort to coordinate events scheduled by a community of libraries. Instead it will continue to post them on its website.

f. The Library needs new file cabinets that act as legs for Susan's desk in the Children's Room. This proposal was moved by D. Rockefeller, seconded by J. Gilston, and unanimously approved. D. Rockefeller will assist with this project.

8. No other issues came up after the agenda was posted.

9. There were no Building issues to report.

10. The next Trustees' Meeting will start at 4:30 PM on August 13 in the Children's Room.

This meeting concluded at 5:45 after being so moved by J. Gilston, seconded by K. White, and unanimously approved.

Respectfully Submitted,
A. Wick

Director's Report follows:

Weeks Public Library Director's Report July 2013

	Circulation		Change	Number of Events		Event Attendance	
	2013	2012		2013	2012	2013	2012
January	3,999	3,627	10.26%	27	33	226	321
February	3,918	4,164	-5.91%	32	38	181	473
March	3,890	3,884	0.15%	47	36	365	271
April	3,762	3,598	4.56%	30	26	223	252
May	4,049	4,168	-2.86%	32	22	294	248
June	4,046	4,584	-11.74%	37	33	673	678
Totals	23,664	24,025	-1.50%	205	188	1,962	2,243

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2013	2012	2013	2012
	2013	2012	2013	2012				
January	94	108	138	64	4	2	6	6
February	77	79	145	86	15	3	26	4
March	104	92	173	81	8	2	30	9
April	92	75	115	76	15	2	10	2
May	87	98	139	97	17	5	2	13
June	93	76	118	90	4	10	1	0
Totals	547	528	828	494	63	24	75	34

	Heritage Quest		Universal Class		Freegal Music	
	2013	2012	2013	2012	2013	2012
January	37	48	1	NA	98	NA
February	52	138	3	NA	82	NA
March	65	515	8	3	99	NA
April	55	94	1	1	123	NA
May	14	283	1	2	77	NA
June	50	166	1	0	78	NA
Totals	273	1,244	15	6	557	NA

Donations: \$12 need to be accepted.

Events and Classes:

Statistics include several visits to the school to promote the Summer Reading Program and scheduled events. The babysitting class conducted by the American Red Cross ran again this year on two consecutive Saturdays. The classic movie night continues to draw a small group. This month seven came to watch the Audrey Hepburn classic, *Roman Holiday*. A small group also attended the scholarship search workshop. A copy of the author's book was donated and added to the collection. The Victorian Architecture lecture sponsored by the New Hampshire Humanities Council was well attended, with 29 people learning about the architecture. Other June events: a tutoring session for two people, an afternoon movie, the adult monthly book discussion, the cribbage nights, and the Friday Morning Groups. By far the biggest June event continues to be Cow Day. 198

people visited with Sparky, the newborn calf. Two new activities were added to this year's Cow Day event: a cow hunt and a cow riding video game. Both were super big hits! Summer events for children, tweens, and teens officially started! Unfortunately, the first teen event, the No Bake Bake-off, was canceled due to low registration. It has been rescheduled for November.

July events include a week of drop-in crafts, a week of movies for the different ages, weekly programs for children, tweens, and teens, the adult book discussion, a classic movie night, cribbage nights, a Yoga Family Story Time, the Friday Morning Group gatherings, the annual book sale and Summer Fun activities on the Green on Saturday, July 20th.

Collection: New subject signs have been created for the nonfiction sections in all three departments, adult, teen, and children. We've received positive comments already. Weeding of the collection continues as space remains an issue for all departments.

Computers: Four Windows 7 computers for the public are being setup. One more computer will be purchased in 2014 for the Children's Room. This computer may be more specialized. Staff continues to investigate options for this computer and repurposing of the XP computers.

Advantage Program: The additional eBook purchasing option through OverDrive has been ordered. Setup is still in progress.

Meetings, Workshops, and Conferences:

6/4 Department Head Meeting – Met with other department heads.

6/10 Friends Annual Meeting and Potluck Dinner: Denise Grimse, Dale Rockefeller, Donalee Brothers, Adele Wick – Met with several Friends at the Parish House. Officers were elected, fundraising events planned, and everyone enjoyed great food. Several Friends even tried Wii bowling.

6/18 Department Head Meeting – Met with other department heads.

6/28 Seacoast Coop: Denise Grimse - Met with other directors at the Rye Public Library. Michael York, the State Librarian, reviewed progress on the stand-alone Koha project, an open source Integrated Library System, and the State Library's budget. Bobbie Slossar, Technology Librarian at the State Library, reviewed changes to the New Hampshire Downloadable Books site and discussed other possible online services.

Respectfully submitted,
Denise Grimse, Director