

Trustees' Meeting Minutes

Tuesday, September 17, 2013

Present: D. Brothers, M. Fodero, D.Grimse, D. Rockefeller, M. Sodini, C. White
Meeting start time: 4:30 pm - Meeting end time: 6:10 pm

1. The minutes of August 13 were accepted with corrections.
2. Donations \$23 and NHHC grant money of \$205.95 were accepted.
3. Payroll preview and review was completed by Chair Rockefeller.
4. Checks were signed by C. White.
5. The Director's Report was accepted as written.
6. Old Business:
 - a. The LGC refund check for the Library was received by D. Grimse who will endorse it and forward it to the Town for proper distribution.
 - b. A quote for replacement of the rear entry door from D. Picha was accepted and approved at a cost of \$1150.
 - c. A quote for replacing carpeting on the back stairs and landing with nylon carpet was accepted and approved at a cost of \$693.08.
 - d. A quote from Radon Clear was discussed at length. M. Fodero will investigate alternate plans for radon reduction before further action is taken.
 - e. D. Rockefeller has been looking into deck resurfacing options. He brought a sample of Insl-x anti-slip coating which can be painted on at a cost of \$35/gallon. It was agreed to purchase and use this.
 - f. All agreed that the long awaited sidewalks are a wonderful improvement and very well done.
 - g. D. Grimse has been advised by Town Administrator Anderson to wait on selection of an electricity supplier for now and be put into the Town electricity pool when it is negotiated in 2014.
 - h.. The draft copy of the 2014 budget was reviewed and discussed. D. Grimse distributed an article from *New Hampshire Town and City* and asked that all review it before the next meeting. The draft budget is due October 16th.
7. New Business:
 - a. A question regarding property management has been raised. The Library received a bill from BioSpray for service not requested by the library. Since funds for lawn care and snow removal were taken out of

the Library budget the Trustees cannot approve funds for this bill. M. Sodini agreed to look into this and seek clarification from the Town manager.

- b. D. Grimse distributed information on the AWE Early Learning Station which she and S. MacDonald plan to purchase and outlined her plan for funding same. A demonstration for staff is planned for October 15th.
 - c. The Library Co-op would like to create a banner to promote area libraries which shows a logo depicting each Library. D. Grimse will look for someone to prepare a descriptive logo for the Weeks Public Library.
 - d. The Library's Kindle Fire is now available for circulation.
 - e. Other projects of interest for budget planning discussed were an iPad for staff especially for story time use, the Rosetta Stone Language learning CD ROM and replacing the last XP computer software with Windows 7.
 - f. D. Rockefeller agreed to handle the CIP request which is due at the September 24 Department Head Meeting.
 - g. All are encourage to attend the Friends' Fundraiser at Nick & Charlie's on Tuesday, October 22. Coupons will be handed out and a percentage of all purchases will be donated to the Friends of the WPL.
8. Building Issues: D. Rockefeller will take care of leaky toilet flipper.
9. Next Meeting: October 8th at 4:30 pm
10. To do list: D. Rockefeller, M. Fodero, M. Sodini as indicated above. All trustees review budget and read article from *New Hampshire Town and City*.
- C. White, Sec.

Director's report follows:

Weeks Public Library Director's Report September 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
July	4,940	4,622	6.88%	31	34	275	476
August	4,314	4,121	4.68%	27	29	187	239
Totals	32,918	32,768	0.46%	263	251	2,424	2,958

	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
July	93	86	163	111	0	3	7	1
August	113	77	138	89	0	0	9	3
Totals	753	691	1,129	694	63	27	91	38

	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
July	39	96	0	0	82	NA
August	39	83	1	0	71	NA
Totals	351	1,423	16	6	710	NA

Donations: \$23 in donations needs to be accepted. The \$205.95 NHHC grant needs to be accepted.

Events and Classes:

Attendance to August programs was mixed. The teen yoga and smoothies night was canceled and a Friday Morning Group was low due to personal commitments. Craft week did well with 54 happy crafters. Nine people came to see the Ronald McDonald show. Three adults attended the Classic Movie Night. The discussion for Lady Chatterley's Lover was well attended and so were all of the cribbage nights. Overall summer children, teen, and tween events were not as well attended as in the past.

Special September programs include a wreath workshop, a NHHHC program, "Treasure from the Isles of Shoals", several afterschool programs for children of all ages, a Teen book event, and a craft week. Continuing programs are also scheduled: family story times, a classic movie night, cribbage nights, the adult book discussion, and the Friday Morning Group gatherings. Chair yoga returns in October on the first and third Fridays of the month. There is a \$5 drop-in fee.

Meetings, Workshops and Events:

8/13 Department Head Meeting: Denise Grimse – Met with other department heads.

8/22 YALS Meeting at the Lane Memorial Library in Hampton: Susan MacDonald – Attended the YALS meeting in Lisa's absence. The group reviewed summer programming and discussed the YALS Conference in September. The larger libraries had better responses to their programs however all libraries reported that teens didn't seem to care about tracking reading and the reading rewards just as in Greenland.

8/27 Department Head Meeting: Denise Grimse – Met with other department heads.

8/27 OverDrive Digital Bookmobile in Portsmouth: Denise Grimse – Dropped off promotional materials for Weeks Public Library before the event started and returned later for an hour.

8/30 Seacoast Coop: Denise Grimse - Met with other Directors in Kingston and reviewed programming, library news from each town, and Affordable Care Act contacts. The group also discussed the Music Hall partnership, the banner, and future meetings.

Respectfully submitted,
Denise Grimse, Director