

Trustees' Meeting Minutes

Tuesday, October 8, 2013

Present: D. Brothers, J. Gilston, D. Grimse, D. Rockefeller, M. Sodini, A. Wick, C. White, and M. Fodero at 5:00.

Meeting start time: 4:30 pm - end time: 5:50 pm

1. Minutes of September 17 accepted with one correction.
2. Donations of \$66 were accepted. Of this \$45 was given in memory of Jane Milett.
3. Payroll preview and review was completed by Chair Rockefeller.
4. Checks were signed by Treasurer A. Wick.
5. D. Brothers will attend the Friends' meeting on October 21 at 6:30 as Trustee representative.
6. The Director's Report was accepted as written.
7. Old Business
 - a. Door Project: D. Pica has penciled in an anticipated date of October 28 to replace the back door. He plans on two days to complete the project. Burns Security has been notified and will install the security system for the door at a cost of \$117 if it can be done in one hour. The Burns charge is \$99 per hour if additional time is required.
 - b. Carpeting Project: B&C Flooring expects a delivery date for the carpeting on October 25. It will be installed after the work on the door has been completed.
 - c. Radon Review: A second estimate for radon removal has been received from New England Radon, LTD. Their total cost estimate is \$3,175. A. Wick will get a third estimate. M. Sodini agreed to present estimates to the Board of Selectmen at their October 21 meeting to request approval to funds from the Library Emergency Repair Fund. Trustees Rockefeller, White and Wick can attend.
 - d. Town Space Needs Study Update: Director Grimse distributed Figure C of the land use site plan prepared by Underwood Engineers which encompasses the Library with the explanation that this plan is contingent on land purchase.
 - e. D. Grimse reported that the AWE Early Learning Station pricing at an original cost of \$3583 is available at a conference price now of \$3425. All agreed that if the demonstration scheduled on

October 15 is acceptable the purchase should be made in 2013.

- f. Each line item of the proposed 2014 Budget was reviewed with explanations of changes by Director Grimse and approved.
- g. All were reminded to encourage participation in the Friends' Fundraiser at Nik & Charlie's, Tuesday, October 22. Coupons to track purchases are available in the Library and will also be distributed at Nik & Charlie's.

8. New Business

- a. Part-Time Librarian Lisa Pike is moving to Wisconsin. Her last day is October 25 and a small good-by party is planned for noon. The Board reviewed the revised job description and employment opportunity ad prepared by Director Grimse to be sent to the NH State Library Job Line.

9. A request to reimburse D. Grimse \$192.58 for personal expenses for the purchase of DVD's was approved.

10. Building Issues: The toilet flapper still needs to be replaced. D. Rockefeller agreed to handle this. He also mentioned that the shut-off water valve in the bathroom should be replaced at some time in the future.

D. Brothers has voluntarily done a lot of weeding and cleaning up of the area outside the Library. D. Grimse inquired about Town assistance with some of the heavier work that should be done.

Corn stalks for decorating the Library have been furnished by C. Smith.

11. Next Meeting: Tuesday, November 12, 2013 at 4:30 pm.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report October 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
September	3,526	3,420	3.10%	23	23	247	191
Totals	36,444	36,188	0.71%	286	274	2,671	3,149

	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
September	113	86	140	89	4	0	2	1
Totals	866	777	1,269	783	67	27	93	39

	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
September	17	74	0	2	72	NA
Totals	368	1,497	16	8	782	NA

Donations: \$66 in donations needs to be accepted.

Events and Classes:

September events and workshops were well attended. Eight beautiful wreaths were created at the Garden Everlasting Wreath Workshop; thirty-five people learned about the history and

culture of the Isles of Shoals at J. Dennis Robinson's lecture; nine tweens enjoyed an afternoon of apple contests, dipping, and sampling; twenty-eight children of all ages participated in the All Ages Shrinky Dink Fun afternoon; thirty-three participated in the All Ages Dance Dance Revolution afternoon; and fifty-eight created a variety of crafts during the fall craft week. No one came to the teen evening program and future teen programs have been moved to an afternoon time slot and renamed Jr High. Three adults came to Classic Movie Night. Continuing programs such as the Family Story Time, Cribbage Night, adult Book Discussion, and the Friday Morning Group continue to be well attended.

October events include a presentation on the Affordable Care Act; Chair Yoga on the first and third Fridays of the month, with a \$5 drop-in fee for participants; an All Ages Gaming afternoon; a Tech Night for iPad users; a week of Halloween Drop-in Crafts; a Hunger Games themed Jr High afternoon event; the National Friends of the Library week with refreshments provided by the Friends; the Friends' Pizzeria Night at Nik & Charlie's; the annual Children's Halloween Party sponsored by the Friends; an afternoon Jr High Pizza and Chat café sponsored by the Friends; and a Classic Movie Night featuring an Alfred Hitchcock thriller. Family Story Times, Cribbage Nights, the adult Book Discussion group, and the Friday Morning Group will also run in October.

Meetings, Workshops and Events:

9/9 Friends' Meeting: Denise Grimse – Reviewed the mums sale, the Friends' sponsored events in October, and the pizzeria night fundraiser. The group also talked about 2014 NHHC programs.

9/10 Department Head Meeting: Denise Grimse – Met with other department heads.

9/10 CLOS Meeting: Lisa Pike – Attended this meeting in Susan MacDonald's absence.

Attendees shared experiences with performers hired for summer events. Free programs were also discussed. Fun fall story time ideas were shared along with resources. The Summer Reading Program themes for the next few years were reviewed. Everyone was reminded about the Fall CHILIS Conference on October 17th.

9/16 Microsoft Publisher 2010 Class: Lisa Pike – This class was at the Portsmouth Public Library and was basically an introductory course to MS Publisher 2010 and how to create different documents using the software and tools provided. We went over how to create business cards, brochures, card, and posters.

9/18 Tablets and iPads: Meredith Hoyt – Attended this technology class at the Portsmouth Library and learned about the various online library services that can be accessed through the devices.

9/25 WordPress Posting Workshop: Denise Grimse - Reviewed the nuances of posting to WordPress websites and blogs. The workshop was conducted by Bobbi Slossar from the NH State Library and held locally at the Portsmouth Public Library.

9/26 YALS Fall Conference: Lisa Pike - The conference consisted of various talks on YA literature, technology and teens, and censorship of YA materials. The new nominees for the Isinglass and Flume Awards were book-talked and discussed throughout the day. The president-elect of YALSA, Chris Shoemaker did a talk as well as YA author, Brendan Halpin. The day culminated with being able to pick out three YA books from the book review table to add to our collection.

9/26 Department Head Meeting: Denise Grimse – Met with other department heads to review the Space Needs Study plans.

Respectfully submitted,
Denise Grimse, Director