

Trustees' Meeting Minutes Tuesday, November 12, 2013

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

Meeting start time: 4:33 pm. Adjourn time: 5:30

1. The minutes of October 8 were accepted with minor corrections.
2. Donations of \$235 were unanimously accepted. D. Grimse noted that \$200 of this was given in memory of Jean Arsenault.
3. Payroll preview and review was completed by Chair Rockefeller.
4. Checks were signed by Treasurer A. Wick.
5. C. White will be the Trustee Rep. for the Friends' Meeting on November 18.
6. The Director's Report was accepted as written.
7. Old Business:
 - a. Door Project: D. Picha had difficulty obtaining the door and had to go to another vendor. The revised quotes for the door are \$1,164 for the door, \$80 for painting and \$400 for installation. Because expected delivery would be 4 - 6 weeks and cold weather is upon us it was voted to encumber funds from the 2013 budget and wait until spring to replace the door. D. Grimse felt it would be best to sign the purchase contract and order the door now but will confer with D. Picha to see if he would be able to store it.
 - b. The radon project and electrical update were completed on November 11 with one pipe in the mechanical room and the fan placed outside. As advised, D. Grimse will do testing in 2 weeks to measure effectiveness.
 - c. D. Grimse will order the new carpeting now since the door will not be replaced until spring.
 - d. Four interviews were conducted with applicants for the part-time librarian position by Director Grimse, and Assistant Director MacDonald with Board members Brothers, Wick and White attending. Recommendation was made for Lara Croft and unanimously accepted. Her anticipated start date is December 16, 2013.

8. New Business:

- a. Tonight, D. Rockefeller and M. Sodini will cover the AC unit for the winter.
- b. The Board reviewed the Library Circulation Policy in regard to overdue materials in response to complaints from 3 patrons. The complaints were regarding Policy 1.f which states that borrowing privileges may be suspended when materials are more than 30 days overdue, and Policy 3.c which requires patrons to pay for lost or damaged materials.
The Board unanimously agreed that the policy as written is reasonable and necessary and requires no change.
- c. An Incident Report made by Library staff regarding a disruptive person in the Library was discussed.
- d. The 2014 Health Insurance Rate increased 7.9% and there was no increase in the Dental Insurance Rate. A surplus for the Library of \$482.17 for medical and \$31.93 is expected. Director Grimse will forward this check to the Town and then be reimbursed.
- e. Langdon Library in Newington is holding a public construction tour on Wednesday 11/13. All Trustees are invited to attend.

9. Other items that come up after the posting of this agenda:

The Friends' fund raiser was held at Nik and Charlie's on October 22. D. Grimse reported that a total of \$150 was raised with \$127 from customer participation and a \$23 donation from Nik and Charlie's.

10. Building Issues: Two U-tube florescent bulbs have been ordered by D. Grimse.

11. Next Meeting: Tuesday, December 10, 2013

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report November 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
October	3,558	4,232	-15.93%	31	30	435	342
Totals	40,002	40,420	-1.03%	317	304	3,106	3,491

	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
October	97	87	118	92	1	1	10	2
Totals	963	864	1,387	875	68	28	103	41

	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
October	24	36	1	9	72	NA
Totals	392	1,533	17	17	854	NA

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Events and Classes:

October was filled with fun and educational events for all ages and included book talks at the Greenland Central School for grades 6-8. All events were well attended including Classic Movie Night with five movie watchers. Highlights include a presentation on the Affordable Care Act, the iPad users night, the annual Halloween party for children, and the teens pizza chat café. All continuing programs were also well attended.

November events include a Classic Movie night featuring a silent film to coincide with the NHHC Art of Silent Comedy lecture, a week of Thanksgiving Crafts, a floral arrangement workshop, and weekly afternoon movies. Also the last day for this Family Story Time session, weekly Cribbage Nights, the monthly adult Book Discussion group, the bi-monthly Chair Yoga classes, and the weekly Friday Morning Group are scheduled for November.

Computers

The last of the Windows 7 computers was installed. The new touch screen computer for the Children's Room arrived in October and was just setup on Friday. Susan and the kids will have fun exploring all that is available on this Early Learning Station.

Meetings, Workshops and Events:

10/8 Department Head Meeting: Denise Grimse – Met with other department heads.
10/17 CHILIS: Susan MacDonald – The new “Common Core,” the curriculum guide adopted by the State, was the focus of this conference. The first session addressed books already owned by libraries and then discussed purchasing new fiction and nonfiction titles as needed for the collection keeping in mind Common Core goals. A panel then presented ideas for great STEM (Science, Technology, Engineering and Math) programs. Many of the science ideas we already do with children's programs but the panel had other new ideas which will be especially useful for the 2014 Summer Reading theme. Authors Michael Rex and Jason Chin spoke in the afternoon. We have titles by both of these authors. The 2014 Summer Reading Manuals were also handed out to attendees so staff can start planning summer events for all ages.
10/21 Friends' Meeting: Denise Grimse and Donalee Brothers – Finalized plans for the Nik and Charlie's Pizzeria fundraiser and selected 2014 NHHC programs.

Respectfully submitted,
Denise Grimse, Director