

**Weeks Public Library  
Trustees' Meeting  
Tuesday, December 10, 2013**

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

Meeting start time: 4:40 pm      Adjourn time: 5:40 pm

1. The minutes of November 12, 2013 accepted with corrections by A. Wick and D. Grimse.
2. Donations of \$21 were accepted.
3. Payroll preview and review was completed by Chair Rockefeller.
4. Checks were signed by C. White.
5. D. Grimse will ask A. Wick if she can attend the Friends' Meeting January 13 as Trustee Rep.
6. The Director's Report was accepted as written.
7. Old Business:
  - a. Projects:
    - i. Carpeting has been installed and patrons are happy with it. There was no charge for fixing the tiles.
    - ii. The back door replacement has been ordered and will stored until the work can be done in the spring.
    - iii. The radon test showed a significant drop to 7.7 +/- 0.4. It was agreed to have a second collection chamber done at a cost of \$129.
  - b. Lara Croft has accepted the part-time librarian position and is expected to begin in the afternoon on Monday, December 16.
8. New Business:
  - a. The Business Savings Account now requires a minimum of \$500 in the account to waive the monthly fee of \$4.99. The account is maintained with funds from donations and service charges (eg. fax and copy machine) and has approximately \$1,080 at present.

There is a mistake of \$0.01 in the bank statement. D. Grimse will ask Treasurer A. Wick to have it corrected.
  - b. D. Grimse distributed the Budget Committee' meeting schedule. The Library budget first review is scheduled for Wednesday, Jan. 8. The

second review is scheduled for Wednesday, January, 29.

c. The Board agreed to encumber \$580 for completion of the door project.

9. Building Issues: In response to Unitil notice of safety issues, D. Rockefeller inspected the un-sleeved gas line for any evidence of rust or corrosion.

10. Other items: Director Grimse will be away from December 11-15.

11. NOTE: The next Trustees' meeting will be at the Library at 4:30 pm on **Wednesday, January 8** prior to the Budget Committee meeting.

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report

## December 2013

	Circulation		Change	Number of Events		Event Attendance	
	2013	2012		2013	2012	2013	2012
<b>January</b>	3,999	3,627	10.26%	27	33	226	321
<b>February</b>	3,918	4,164	-5.91%	32	38	181	473
<b>March</b>	3,890	3,884	0.15%	47	36	365	271
<b>April</b>	3,762	3,598	4.56%	30	26	223	252
<b>May</b>	4,049	4,168	-2.86%	32	22	294	248
<b>June</b>	4,046	4,584	-11.74%	37	33	673	678
<b>July</b>	4,940	4,622	6.88%	31	34	275	476
<b>August</b>	4,314	4,121	4.68%	27	29	187	239
<b>September</b>	3,526	3,420	3.10%	23	23	247	191
<b>October</b>	3,558	4,232	-15.93%	31	30	435	342
<b>November</b>	3,727	3,669	1.58%	23	29	208	245
<b>Totals</b>	<b>43,729</b>	<b>44,089</b>	<b>-0.82%</b>	<b>340</b>	<b>333</b>	<b>3,314</b>	<b>3,736</b>

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2013	2012	2013	2012
	2013	2012	2013	2012				
<b>January</b>	94	108	138	64	4	2	6	6
<b>February</b>	77	79	145	86	15	3	26	4
<b>March</b>	104	92	173	81	8	2	30	9
<b>April</b>	92	75	115	76	15	2	10	2
<b>May</b>	87	98	139	97	17	5	2	13
<b>June</b>	93	76	118	90	4	10	1	0
<b>July</b>	93	86	163	111	0	3	7	1
<b>August</b>	113	77	138	89	0	0	9	3
<b>September</b>	113	86	140	89	4	0	2	1
<b>October</b>	97	87	118	92	1	1	10	2
<b>November</b>	103	65	108	96	0	2	4	9
<b>Totals</b>	<b>1,066</b>	<b>929</b>	<b>1,495</b>	<b>971</b>	<b>68</b>	<b>30</b>	<b>107</b>	<b>50</b>

	Heritage Quest		Universal Class		Freegal Music	
	2013	2012	2013	2012	2013	2012
<b>January</b>	37	48	1	NA	98	NA
<b>February</b>	52	138	3	NA	82	NA
<b>March</b>	65	515	8	3	99	NA
<b>April</b>	55	94	1	1	123	NA
<b>May</b>	14	283	1	2	77	NA
<b>June</b>	50	166	1	0	78	NA
<b>July</b>	39	96	0	0	82	NA
<b>August</b>	39	83	1	0	71	NA
<b>September</b>	17	74	0	2	72	NA
<b>October</b>	24	36	1	9	72	NA
<b>November</b>	13	29	1	1	75	7
<b>Totals</b>	<b>405</b>	<b>1,562</b>	<b>18</b>	<b>18</b>	<b>929</b>	<b>7</b>

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**Donations:** \$21 in donations needs to be accepted.

**Events and Classes:**

Special November events included a silent film to coincide with the NHHC Art of Silent Comedy lecture, a week of drop-in Thanksgiving Crafts for children, the cornucopia workshop, and weekly afternoon movies. Continuing events ran as scheduled.

A Boy Scout group used the library space for a meeting and the Cub Scouts group met for a self-guided tour of the Children's Room.

December events include the beginning of the next session of Family Story Times, two afternoon movies, a holiday craft week, the annual Holiday Party for Children, the Friends' sponsored hot cider and cookies, a Karaoke afternoon for grades 5, the weekly Cribbage Nights, the monthly adult Book Discussion group, the bi-monthly Chair Yoga classes, and the weekly Friday Morning Group meetings.

**Online Services Updates**

Ancestry Library Edition is now available for in-library use. This database compliments Heritage Quest and was available at an unbeatable annual fee of \$150.

NoveList Plus, the expanded version of NoveList , is now available thanks to State funding. The database covers nonfiction titles for adults, children and teens as well as fiction. This database will be especially useful for Common Core recommendations.

**New Museum Pass**

The Greenland Women's Club is now sponsoring the discounted museum passes for the Peabody Essex Museum in Salem, Massachusetts. They also renewed the passes for the Museum of Fine Arts in Boston.

**Meetings, Workshops and Events:**

11/5 Department Head Meeting: Denise Grimse – Met with other department heads.  
11/18 Friends' Meeting: Denise Grimse, Kate White, and Adele Wick met with the Friends. The group reviewed the Nik and Charlie's Pizzeria Night Fundraiser and discussed the upcoming poinsettia sale. Library staff submitted receipts for Friends' sponsored events. Museum pass procedures were reviewed.

**Building:**

Trustee Mo Sodini trimmed the evergreens.

Respectfully submitted,  
Denise Grimse, Director