

**Weeks Public Library
Trustees' Meeting
Wednesday, January 8, 2014**

Present: D. Brothers, D. Grimse, D. Rockefeller, M. Sodini, C. White, A. Wick
Meeting start time: 5:35 pm Adjourn time: 6:55 pm

1. The draft minutes of December 10 were accepted with corrections.
2. Donations of \$48 were accepted.
3. Payroll review was completed by Chair Rockefeller.
4. Checks were signed by C. White.
5. C. White will be the Trustee Rep. for the Friends' meeting on January 13. D. Rockefeller will be the Trustee Rep. for the Friend's meeting on February 10th.
A. Wick will attend the Selectmen's meeting on January 13 if scheduled.
6. The Director's Report including the 2013 budget figures was reviewed, discussed and accepted as written.
7. Old Business
 - a. A second chamber has been installed in the radon mitigation system and levels will be rechecked after 2 weeks from installation date. The radon vent was damaged by snow and ice sliding off the roof and was replaced when the second chamber was installed at no charge.
 - b. The final draft of the 2014 budget was reviewed. The only change from the draft submitted to the Budget Committee in October was adding \$77 from 2013 Library income to Programs.
8. New Business
 - a. An Incident Report was filed related to a patron fall on ice in front of the Library and this was reported to the Town Administrator. Director Grimse reported there is a serious concern regarding inadequate snow removal service at the Library which she has also mentioned to the Town Administrator. It was decided that our concerns will be brought to the attention of the Board of Selectmen at their next meeting if D. Grimse can be put on their schedule.
 - b. Part-Time Librarian Lara Croft has accepted another position so another search for that position will be conducted. The revised Employment Opportunity ad was reviewed and accepted.
 - c. Final Funds from the 2011 Health Trust Surplus are expected to be received in March.

- d. Director Grimse has opened a Vendor Account with Amazon and plans to pursue same with other vendors to reduce risk related to credit card use.
 - e. Traveler's Workers' Compensation rate continues to increase each year. D. Grimse is looking into other providers. The coverage term is for February 2014 to January 2015.
 - f. D. Grimse reported on computer security measures she follows to prevent inadvertent security breaches. All Library staff have been instructed in security measures to be followed.
9. Building Issues
- a. The reflective driveway marker was broken off during snow removal.
 - b. Furnace maintenance is scheduled to be done on Tuesday, Jan. 14
10. Library Trustees adjourned to attend the Budget Committee meeting at 7:30.
11. Next Meeting : Tuesday, February 11 at 4:30 pm.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report January 2014

	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
November	3,727	3,669	1.58%	23	29	208	245
December	3,770	3,550	6.20%	27	25	256	262
Totals	47,499	47,639	-0.29%	367	358	3,570	3,998

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2013	2012	2013	2012
	2013	2012	2013	2012				
January	94	108	138	64	4	2	7	6
February	77	79	145	86	15	3	28	4
March	104	92	173	81	8	2	32	9
April	92	75	115	76	15	2	12	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	9	1
August	113	77	138	89	0	0	9	3
September	113	86	140	89	4	0	3	1
October	97	87	118	92	1	1	12	2
November	103	65	108	96	0	2	4	9
December	133	99	105	91	1	0	2	2
Totals	1,199	1,028	1,600	1,062	69	30	121	52

	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	1	2	72	NA
October	24	36	1	9	72	NA
November	13	29	1	1	75	7
December	38	149	0	0	72	84
Totals	443	1,711	19	18	1,001	91

Donations: \$48 in donations needs to be accepted.

Events and Classes:

December events went well except for the afternoon Karaoke event for grades 5 and up. No one came to try out our new selection of songs. A new session of Family Story Times began in December and will run through January 30th. After a two-week planning break, the next session begins in February. The two afternoon movies, the holiday craft week for children, and the annual Holiday Party for children were well attended. Speeding snails, ornaments, trains, jingle bells, time-traveling elves, and Santa made for a merry December line-up of events for children. Everyone enjoyed the hot cider and cookies sponsored by the Friends. A small group of adults discussed the irreverent and humorous Christmas title, The Stupidest Angel by Christopher Moore. The weekly Cribbage Nights, and the weekly Friday Morning Group meetings continue to be well attended. The bi-monthly Chair Yoga classes fluctuate in attendance.

The Winnicut River Watershed Coalition used the library space for a public presentation on the state of Great Bay. They plan to coordinate other such presentations in the future.

January events include two lectures and a workshop for adults, a week of Winter Drop-in Crafts for children, two afternoon movies, an All Ages DDR and Gaming afternoon, a Jr. High/Teens Pizza and Chat Café, and our normal continuing programs.

Online Services Updates

Several new eBook titles were purchased in December for the OverDrive Advantage account. As of the end of December, we own 17 eBooks exclusively for our patrons. See the handout or the website for the full list.

Meetings, Workshops and Events:

12/3 Department Head Meeting: Denise Grimse – Met with other department heads.

12/9 Friends’ Meeting: Denise Grimse – Met with the Friends to review the Owl Origami and poinsettia fundraisers. Also reviewed the Grapevine deadline to promote the annual plant sale.

Building:

Jackson Hoyt installed a flap over the lock on the book drop to prevent freezing.

Respectfully submitted, Denise Grimse, Director