

## **Trustees' Meeting**

### **Tuesday, February 11, 2014**

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

Meeting start time: 4:35 pm                      Adjourn time: 5: 30 pm

1. The minutes were accepted with the addition of "2014".
2. Donations of \$527 were accepted. It was noted that \$500 came from the David Bourassa Memorial Golf Tournament.
3. Payroll preview and review were completed by Chair Rockefeller.
4. Checks were signed by C. White.
5. A. Wick will be the Trustee Rep. for the Friends' meeting on March 10th and J. Gilston will be the Trustee Rep. at the April meeting.
6. The Director's Report was accepted as written.
7. Old Business
  - a. Review Town's Snow Removal Service: D. Brothers, D. Rockefeller and A. Wick attended the Selectmen's meeting on January 13 to discuss concerns about snow and ice at the Library. It was agreed that a barrel of blue ice melt would be provided at the front of the building and a similar container of sand at the ramp. Director Grimse reported that the ice melt has been provided but not the sand. The question of who was responsible for distribution of the ice melt and sand was not resolved at this meeting. This issue led to the next agenda item:
  - b. Workers' Compensation: Director Grimse has contracted Worker's Compensation with Avery Insurance a Portsmouth broker for \$603. This is museum/library/clerical class 8810 insurance. Trustees voiced concern that Library staff would not be covered if injured while dispersing ice melt or sand. M. Sodini suggested that the board request the addition of \$1500 be made to the Library budget to allow the Director to call another service provider when the Town Administrator advises her the Town cannot be available due to work and time constraints during a heavy storm. M. Sodini agreed to bring this to the Budget Committee public hearing.
  - c. The second radon test resulted in a value of 4.9 +/- 0.6. Another test will be done to determine the potential need for a third chamber to attain a desired value of <4.
  - d. Three candidates were interviewed for the position of part-time

librarian. The Board unanimously agreed to accept the recommended candidate at a starting salary \$15.61 with an anticipated start date of March 17, 2014.

8. New Business

- a. The Board approved the same 2014 pay increases as the Town of 2%.
- b. The Library Investment Policy was reviewed and reaffirmed.
- c. Director Grimse reported a computer hardware incident when a computer reported “no hard drive found”. This computer has a 3 year warranty and is over 1 year old. With some research and consultation she resolved the problem. The Library has 2 portable hard drives and 2 flash drives for backup.

9. Building Issues: The furnace has been cleaned.

10. Other items that come up after the posting of this agenda: [addendum]

Director Grimse and Trustees attended the Budget Committee public hearing at which M. Sodini requested \$1500 be added to the Library budget for snow removal emergencies with the understanding that any funds not expended will be returned to the Town.

11. Next Meeting: Tuesday, March 11, 2014 at 4:30 pm.

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report February 2014

	Circulation		Change	Number of Events		Event Attendance	
	2014	2013		2014	2013	2014	2013
<b>January</b>	3,674	3,999	-8.13%	29	27	221	226

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2014	2013	2014	2013
	2014	2013	2014	2013				
<b>January</b>	109	94	135	138	0	4	2	7

	Heritage Quest		Ancestry Library Edition	Universal Class		Freegal Music	
	2014	2013	2014	2014	2013	2014	2013
<b>January</b>	33	37	0	0	1	75	98

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**Donations:** A total of \$527 in donations needs to be accepted. \$500 came from the David Bourassa Memorial Golf Tournament. \$2 of donation money has been deposited in the Building Checking Account to keep the account active and avoid bank fees.

**Circulation:** January 2014 circulation was down compared to last January. Weather may have been a contributing factor. There were several snow storms and warnings. We even closed early one evening.

**Collection:** Lee Atkinson, Margaret Mooers, and I have been weeding the adult audio book collection. Space is desperately needed for the new titles purchased. I am weeding the adult fiction, mystery, and nonfiction collections as time allows. Often newer editions need to be purchased for classic or out-of-date materials. A volunteer is working on keeping titles by each author in alphabetical order which will make it easier and quicker to find specific titles.

**Events and Classes:**

January events featured lectures, workshops, a tech tutoring session, crafts, movies, gaming, a pizza chat café, and the continuing monthly events. Fourteen people learned how to de-clutter, two learned about herbs for health and sampled an herbal brew, and five women attended the Love Potions workshop where they made a hot chocolate aphrodisiac and a body bar. Family Story Times were well attended on non-snow days as were the craft week, the two afternoon movies, and the All Ages DDR. No one came to the Friday afternoon Jr. High/Teens Pizza and Chat Café.

February events include the Valentine Drop-in Craft week, a Classic Movie Night, the Candy Workshop for grades 4 and up, the Winter Recess Drop-in Craft week, an afternoon movie for children during Winter Recess Week, and all the continuing monthly programs.

**Meetings, Workshops and Events:**

1/7 CLOS: Susan MacDonald – Met with Children’s librarians from other Seacoast Area libraries. The group shared plans for their summer reading programs including suggestions for performers to hire and to avoid. More plans will be discussed next time as more events and calendars are finalized. The structure and length of the programming was also discussed.

1/8 Budget Committee Meeting: Denise Grimse, Trustees Dale Rockefeller, Kate White, Adele Wick and Donalee Brothers – Presented the 2014 Library Budget and answered questions.

1/10 GSF: Susan MacDonald – Met with other members of the committee to review possible titles for the 2014-15 list. The spring conference is earlier than in the past and so work needs to be completed sooner.

1/13 Friends of the Library Meeting: Denise Grimse and Trustee Kate White – The group reviewed the Director’s report, the book drop proposal, a vendors’ night for a fundraising event, content for the Grapevine, and accepted memberships and other monies.

1/14 Department Head Meeting: Denise Grimse – Met with other department heads.

1/27 Department Head Meeting: Denise Grimse – Met with other department heads.

1/29 Budget Committee Meeting: Denise Grimse, Trustees Dale Rockefeller, Julie Gilston, Kate White, Adele Wick, Mo Sodini and alternate Donalee Brothers – All were available to answer questions of the Committee.

**Building:** An ice melt barrel and frame were set-up out front and the frame for the sand barrel was set-up out back by Paul Hayden, the Town Property Maintenance Supervisor. He also provided a scoop for the ice melt.

Respectfully submitted,  
Denise Grimse, Director