

**Weeks Public Library
Trustees' Meeting Minutes
Tuesday, June 10, 2014**

Present: D. Grimse, M. McLaughlin, D. Rockefeller, M. Sodini, C. White, M. Willis
Meeting start time: 4:30 pm Adjourn time: 5:50 pm

1. The draft minutes of May 13 were approved with corrections.
2. Donations of \$13 were accepted.
3. Payroll preview and review were completed by D. Rockefeller.
4. Checks were signed by C. White.
5. Mileage reimbursement of \$115.90 to D. Grimse was approved.
6. The Director's report was accepted as written.
7. Old Business
 - a. D. Grimse reported that "everyone loves" the newly installed back door.
 - b. Based on the feedback she received regarding usage, Director Grimse will use the Bourassa fund to set up a Literacy iPad. Designed for children, the iPad must be checked out by an adult who will assume responsibility for potential loss or damage.
 - c. D. Grimse distributed a spread sheet comparison of Town and Library personnel policies. Board members will review in preparation for discussion at the July meeting.
8. New Business
 - a. The Library has been advised that major work must be done on the Parish House septic system which will affect access to the Library. The timing and details are still unavailable at this time.
 - b. D. Grimse has received a bid of \$250 from Apex to clean, strip and wax the tile floor. D. Rockefeller asked how many days would be required and if the work could be done over a weekend. The Director will get more information.
 - c. Cow Day is scheduled for Tuesday, June 17. D. Rockefeller and D. Grimse will supply canopies.

d. D. Grimse explained the Makerspaces Programs planned for the fall. The Friends have donated \$500 for materials. A request has also gone out for donations of Legos from patrons.

9. Items added to agenda:

a. M. Willis will apply for a determination of eligibility of the Library for the State register of historic resources.

b. J. Gilston has resigned from the Board effective today. Alternate M. McLaughlin is willing to be appointed. C. White will forward a request to the Board of Selectmen.

10. Building Issues

a. The Library was without air conditioning one day due to a damaged wire which was repaired by Dowling Corporation.

11. Next Meeting: Tuesday, July 8, 2014 at 4:30 pm.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report June 2014

	Circulation		Change	Number of Events		Event Attendance	
	2014	2013		2014	2013	2014	2013
January	3,674	3,999	-8.13%	29	27	221	226
February	3,592	3,918	-8.32%	28	32	276	181
March	3,850	3,890	-1.03%	35	47	440	365
April	3,558	3,762	-5.42%	26	30	262	223
May	3,879	4,049	-4.20%	29	32	350	294
Totals	18,553	19,618	-5.43%	147	168	1,549	1,289

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2014	2013	2014	2013
	2014	2013	2014	2013				
January	109	94	135	138	0	4	3	7
February	113	77	121	145	0	15	15	28
March	113	104	160	173	0	8	1	32
April	123	92	128	115	1	15	13	12
May	127	87	135	139	8	17	4	2
Totals	585	454	679	710	9	59	36	81

	Heritage Quest		Ancestry Library Edition		Universal Class		Freegal Music	
	2014	2013	2014	2013	2014	2013	2014	2013
January	33	37	0	NA	0	1	75	98
February	36	52	0	NA	1	3	71	82
March	78	65	0	NA	11	8	70	99
April	44	55	0	NA	13	1	51	123
May	104	14	0	NA	2	1	53	77
Totals	295	223	0	NA	27	14	320	479

Donations: \$13 needs to be accepted.

Events and Classes:

The May concert sponsored by the Propane Gas Association of New England was very good but not well attended, only eleven people came and heard original songs and ballads about New Hampshire. Jim Barnes was as good as any NHHC speaker we've had but an unknown without the backing of a known cultural institution. The Friends' fundraiser went well, especially the pre-ordered flowering plants. Unsold heritage plants

and herbs were sold at the library the next two weeks. The Seacoast Science Center lobster visit attracted 26 children and caregivers on a Thursday morning. The addition of this special spring story time has been very successful so we are looking at adding a special story time session to the fall schedule. Interest in the Zen doodle workshop was so great that a repeat session is scheduled in June. Interested participants from the wait list were contacted. Two spring recess drop-in craft days ran in May and then a full week of drop-in crafts ran later in May. All were very well attended. The drop-in craft format works very well with residents, staffing, and our space. Several drop-in craft weeks are scheduled this summer as part of the 2014 Summer Reading Program. Ten brave souls came to watch the classic movie *The Thing*. Only one teen came to the teen movie night, while 38 people packed the room for the New Hampshire Humanities Council program hosted by the Friends, "World War II New Hampshire." This program included the viewing of a one-hour documentary. Screen visibility was an issue as the chairs could not be staggered for such a large crowd. The two kindergarten classes from Greenland Central School visited the library for a special story time. They also learned about the events planned for the summer reading program. Several kindergarteners came back to the library with a parent to get a library card and to select materials. All ongoing monthly events continue to be well attended and popular.

June events include the Friends' Annual Potluck Dinner, the last of the Friends' New Hampshire Humanities Council programs for 2014, cow day, and the beginning of the summer reading program. The 2014 summer reading program theme is science and staff has incorporated elements of science into many events. This year, the summer reading program for grades 5 and up no longer requires students to track their reading time or the books they read. Instead a raffle will be held at each evening event and all attendees will have a chance to win one of the gift cards provided by the Friends. There has been little interest by this age group to track summer reading. So the program has been modified for 2014 and staff will make any further adjustments if needed to the program next year.

Meetings, Workshops and Events:

5/2 Website Project, NH State Library in Concord: Denise Grimse – Met with Bobbi Slossar, the state technology librarian, to setup WordPress on our web host's server. Also selected a theme and learned the basics of the WordPress dashboard.

5/12 Friends' Meeting: Denise Grimse, Mark Willis, and Marcia McLaughlin – The group reviewed the plant and bake sale and chili lunch fundraiser. Also discussed the annual meeting in June, the mum sale, the October fundraiser, and 2015 NHHHC programs. Mark Willis will follow-up on the LCHIP application.

5/16 Website Project, NH State Library in Concord: Denise Grimse – Met with Bobbi Slossar to review the mechanics of the site, add a catalog search feature, and evaluate calendar options.

5/19 NHLTA 2014 Spring Conference: Alternate Trustee Marcia McLaughlin – Attended Making Friends with Friends, All Aboard! Great Teams - Great Meetings - Great Results!, and the ABCs of RSAs: Library Trustees and Library Law.

5/21 DOL Annual Meeting, Ashworth Hotel in Hampton: Denise Grimse – Attended this year's review session. Learned that the local school where the business resides issues NH Youth Employment Certificates for out-of-state youth under 18 and learned that employers must be approved by DOL as an intern site prior to taking on an intern. The NH Small Business Association also spoke.

5/22 YALS, Nesmith Library in Windham: Candace Yost – The meeting heavily focused on the revamping of the Flume Award, and planning for programs and speakers for the upcoming YALS conference in Spring of 2015. Each librarian also shared their plans for summer reading programs and how they run them. Books were also recommended for collection development.

5/22 Google Chromebooks, Lane Memorial Library in Hampton: Denise Grimse – Met with Bobbi Slossar and others to further explore the use of Chromebooks for the public. Details on acquiring the admin license were also discussed. The license is a one-time fee of \$30 per device. The license allows staff to configure usage settings on each device and allows public access without the need of a Google account.

Respectfully submitted,
Denise Grimse, Director