

**Weeks Public Library
Trustees' Meeting Minutes
Tuesday, July 8, 2014**

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

Meeting start time: 4:30 pm Adjourn time 5:45 pm

1. The draft minutes of June 10 were accepted with minor corrections.
2. Donations of \$26 were accepted.
3. Payroll preview and review were completed by Co-Chair Rockefeller.
4. Checks were signed by C. White
5. The Director's Report was accepted as written. D. Grimse noted that Freegal Music should be dropped due to high cost and limited use.
6. Old Business:
 - a. The Board of Selectmen has approved the appointment of M. McLaughlin as trustee to fill the vacancy left by J. Gilston.
 - b. Discussion of Town and Library personnel policies continued. Changes to Library policies 6.6, 10.3, 10.4 and 12.1 were made. D. Grimse will bring new wording to the next meeting for approval.
7. New Business:
 - a. The Board voted against an offer by The Grapevine for a full page ad at a cost of \$300 since publication times limit adequate coverage.
 - b. Director Grimse presented a beautiful photograph of the Library which has been donated by local photographer Linwood Wickett. C. White will acknowledge with gratitude.
 - c. The Library will be closed until 1 pm on Thursday, September 18 so that all staff can attend a staff training day on workplace violence safety presented in Stratham by the library consortium.
8. Building Issues
 - a. The Board reviewed and approved a list of requirements regarding snow removal prepared by Director Grimse so that she can begin contacting potential service providers.
 - b. Repair work is needed on the ramp. D. Grimse was authorized to

contact Dave Picha for required work not to exceed \$500.

9. Next Meeting: Tuesday, August 12, 2014 at 4:30 pm.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report July 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
June	3,932	4,046	-2.82%	37	37	746	673
Totals	22,485	23,664	-4.98%	184	205	2,295	1,962

	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
June	115	93	143	118	2	4	0	1
Totals	700	547	822	828	11	63	36	82

	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
June	77	50	0	NA	3	1	42	78
Totals	372	273	0	NA	30	15	362	557

Donations: \$26 needs to be accepted.

Events and Classes:

June featured several special events and our scheduled continuing events. Many Friends and library users attended the Friends' Annual Potluck Dinner. The Friends also hosted the NHC program "Shaker Legacy," which was well attended.

Staff visited classrooms to promote the summer reading program. Unfortunately, Susan MacDonald could not meet with a 3rd grade class due to Family Story Time and Candace

Yost was unable to visit the sixth grade classes due to their schedule. They both visited all the other classes in May or June.

Five people attended the repeat Zentangle session and learned how to make fun doodles. We had a very successful Cow Day with crafts, jokes, facts, ice cream, and butter. 190 people attended the event. The spring session of story time ended June 19th and the summer session begins July 10th. Sixteen people attended the Classic Movie Night showing of *So Proudly We Hail*. Glenn Bergeron provided movie trivia and a brief introduction. The Center for Wildlife in York, Maine was our first evening entertainment program of the summer for families. Children and adults learned about wildlife in our local area. An owl, a red-tailed hawk, an opossum, and a box turtle were the featured guests. The presenter was great and all who attended enjoyed the presentation. After the show, there were hands-on turtle shells, bones, and feathers for kids and adults to explore. Twenty-four people attended. The Pet Care night for the 5th and 6th graders featured a ferret. Nine adults and students learned general pet care tips and specific facts about ferrets. Only one teen participated in the soldering workshop presented by Clint Crosbie of Port City Makerspaces. Drop-in craft week began on June 30th and goes thru Thursday July 3rd. Twenty participated on the first day. Cribbage nights, the adult book discussion, and Friday Morning Group gatherings continue to be well attended.

Special July events include drop-in craft weeks, a building challenge event, a gaming night for 5th and 6th graders, a paranormal night for teens, an afternoon movie and craft inspired by a project on Brentwood's awesome craft wall, a classic movie night, a sea star program presented by UNH docents, a sci-fi movie and craft night for 5th and 6th graders, and a craft and snack night for teens.

Meetings, Workshops, and Events:

6/6 NELA: "Make it! Make ITS! MakerSpaces and Libraries" at the Portsmouth Public Library: Denise Grimse – Learned about the Westport (CT) Public Library's makerspaces programs. Then had a chance to create using littleBits kits, Makey Makey kits and Scratch programming software, and soldering. Assisted with soldering the CD light that became our sample for the teen workshop.

6/9 Classroom Visits: Susan MacDonald - Visited with a 2nd grade class and a 3rd grade class.

6/9 Friends' Annual Meeting and Potluck Dinner: Denise Grimse, Trustee Kate White, Alternate Trustees Mark Willis and Marcia McLaughlin – Everyone enjoyed a yummy dinner before the brief meeting and the evening's entertainment. Officers were elected. I requested up to \$500 to purchase littleBits kits and possibly Legos for fall events. Additional business items were covered. Reverend Fellows entertained the group with library magic and introduced a budding magician who learned tricks from a book borrowed from the library. It was a successful annual meeting.

6/10 Classroom Visits: Susan MacDonald – Met with a 1st grade class and another 2nd grade class.

6/10 Classroom Visit: Candace Yost – Met with one 5th grade class.

6/11 Classroom Visits: Susan MacDonald – Met with the other 1st grade class and the last 2nd grade class.

6/11 Classroom Visit: Candace Yost – Met with the other 5th grade class.

6/12 Classroom Visits: Candace Yost – Met with the two 4th grade classes.

6/18 Classroom Visits: Candace Yost – Met with the two 7th grade classes and the two 8th grade classed.

6/20 Seacoast Coop Meeting at the Mary E. Bartlett Library in Brentwood: Denise

Grimse – Met with other Directors to discuss Coop banking, future meeting topics, summer reading programs, outsourcing craft events, safety ideas, volunteers, scanning, and computers.

Staff Evaluations: 2014 evaluations were completed in June and early July. Training and especially technology training continues to be a need. Time is needed to attend, learn, and practice. Often, formal training is not available and so must be provided by the Director.

Respectfully submitted,
Denise Grimse, Director