

**Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, August 12, 2014**

Present: D. Grimse, M. McLaughlin, D. Rockefeller, M. Sodini, C. White, M. Willis  
Meeting start time: 4:30 pm                      Adjourn Time: 5:20 pm

1. The minutes of July 8 were accepted as written.
2. Donations of \$173 which included \$145 in memory of Franklin Beck 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 an unusual number of books have been out of the Library but not recorded as being out. She suggested this might be due to a problem with the software or with communication between the software and the server. Staff is aware of the problem and will be diligent in checking books out in an attempt to determine the cause of this problem.
6. Old Business
  - a. Birse Property Maintenance has reviewed the Library requirements and has agreed to provide snow removal service.
  - b. D. Picha has completed some repairs on the ramp and will do more repair work in the fall.
  - c. Personnel Policy
    1. D. Grimse distributed comparison sheets of library and town policies and copies of the policy revisions which were made and approved. [6.6 - 6.9, 10.1, 10.2 and 12.1]
    2. Review of vacation time [6.5] and pay period [6.1] will be reviewed at the next meeting.
7. New Business
  - a. D. Grimse reported that she has received a request to provide a baby changing station at the Library. The Board was in agreement that this cannot be done due to the constraints of the building.
  - b. Co-Chair Rockefeller signed the HIPPA Business Associate Agreement.
8. Other items that come up after the posting of this agenda:
  - a. Director Grimse will be on vacation August 22 - 25 and September 2-5.
  - b. Assistant Director MacDonald will be away August 29 and the week

of September 8.

9. Building Issues: D. Rockefeller will look into the problem of a dripping faucet.
10. Next Meeting: Tuesday, September 9, 2014 at 4:30 pm.
11. To do list: Review Library Vacation Time and Pay Period Policies before the next meeting.

C. White, Sec.

Director' Report follows:

## Weeks Public Library Director's Report August 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
<b>February</b>	3,592	3,918	-8.32%	28	32	276	181
<b>March</b>	3,850	3,890	-1.03%	35	47	440	365
<b>April</b>	3,558	3,762	-5.42%	26	30	262	223
<b>May</b>	3,879	4,049	-4.20%	29	32	350	294
<b>June</b>	3,932	4,046	-2.82%	37	37	746	673
<b>July</b>	4,602	4,940	-6.84%	29	31	351	275
<b>Totals</b>	<b>27,087</b>	<b>28,604</b>	<b>-5.30%</b>	<b>213</b>	<b>236</b>	<b>2,646</b>	<b>2,237</b>

	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	3	7
<b>February</b>	113	77	121	145	0	15	15	28
<b>March</b>	113	104	160	173	0	8	1	32
<b>April</b>	123	92	128	115	1	15	13	12
<b>May</b>	127	87	135	139	8	17	4	2
<b>June</b>	115	93	143	118	2	4	0	1
<b>July</b>	110	93	150	163	0	0	11	9
<b>Totals</b>	<b>810</b>	<b>640</b>	<b>972</b>	<b>991</b>	<b>11</b>	<b>63</b>	<b>47</b>	<b>91</b>

	Heritage Quest		Ancestry Library Edition		Universal Class		Freegal Music	
	2014	2013	2014	2013	2014	2013	2014	2013
<b>January</b>	33	37	0	NA	0	1	75	98
<b>February</b>	36	52	0	NA	1	3	71	82
<b>March</b>	78	65	0	NA	11	8	70	99
<b>April</b>	44	55	0	NA	13	1	51	123
<b>May</b>	104	14	0	NA	2	1	53	77
<b>June</b>	77	50	0	NA	3	1	42	78
<b>July</b>	79	39	0	NA	1	0	64	82
<b>Totals</b>	<b>451</b>	<b>312</b>	<b>0</b>	<b>NA</b>	<b>31</b>	<b>15</b>	<b>426</b>	<b>639</b>

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**Donations:** \$173 needs to be accepted; \$145 was donated in memory of Franklin Beck.

**Events and Classes:**

Special July events included events for children, tweens, teens and adults. Children: drop-in craft days, family story time, a building challenge for children that ran in the morning and was repeated in the evening an afternoon movie and craft, and a sea star program presented by UNH docents. Tweens: a gaming night for 5<sup>th</sup> and 6<sup>th</sup> graders and a sci-fi movie and craft night. Teens: a paranormal night and a snack & craft night. Adults: classic movie night, the monthly book discussion, cribbage nights and Friday Morning Group. There were two fewer programs this July, but attendance was better at the events for adults and children. The events for 5<sup>th</sup> & 6<sup>th</sup> graders and teens were not well attended.

August events include a week of drop-in crafts, a slimy, smelly and gross program for children, a superhero night for the 5<sup>th</sup> & 6<sup>th</sup> graders, a pizza and movie night for teens, and the monthly adult events. Summer reading runs one extra week this year. The grand finale for the summer is the magic show starring magician BJ Hickman on August 20<sup>th</sup>.

**Meetings, Workshops, and Events:**

6/4 Department of Justice Library Trustees Seminar, Concord, NH: Alternate Trustee Mark Willis – Terry Knowles, Assistant Director of Charitable Trusts and other staff covered library laws, Right-to-Know laws, and budgeting information for libraries.  
7/29 Department Head Meeting: Denise Grimse – Met with other department heads.

**New Hampshire State Library News:** The Holdings Maintenance Server for the state public access computer died in June. There is no word as to when the new server will be up and running. This affects how we add and delete materials to our collection. Thankfully, with our new system we have access to other resources for bibliographic records but our materials are not in the state system for sharing. Also items we need to withdraw due to lack of space, are still in the state system, and backing up in the building.

**Equipment:** The iPad and gumdrop case for the Early Literacy iPad were purchased. Staff is busy getting it ready for circulation. \$496.20 of the Bourassa \$500 donation was used to purchase the device and case. Book and multimedia money will be used to purchase eBooks and apps appropriate for ages 3-6.

**2014 Budget:** \$496.20 was moved from 2014 donations into the 2014 operating budget and \$1,453.70 of anticipated 2014 Trust Fund money was removed from the 2014 operating budget since we are not renewing the Freegal Music Service. Any trust fund money received in October 2014 will be included in the 2015 Budget.

**Building Maintenance and Repairs:** Several repairs were completed on the ramp. Additional maintenance work will be done later this summer or fall. The conductor on the air conditioner unit was replaced during the annual summer maintenance. The tile floor in the Children's Room will be scrubbed, stripped and waxed on Saturday, September 20<sup>th</sup>. The Children's Room will be closed to the public that day.

Respectfully submitted,  
Denise Grimse, Director