Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, October 14, 2014

Present: D. Grimse, M. Fodero, M. McLaughlin, D. Rockefeller, M. Willis, C. White
Meeting start time: 4:30 pm. Adjourn time 6:00 pm.

1. The minutes of September 9, 2014 were accepted as written.
2. Donations of $19 were accepted.
3. Payroll preview and review were completed by D. Rockefeller.
4. The Director's Report was accepted with minor additions. D. Grimse did speak directly to the much greater demand of time in cataloging required by the changes at the State level. M. Willis and M. Fodero suggested that this must be a problem for all small libraries and wondered if there was a way in which this could be addressed at the State level through the New Hampshire Library Association. M. Willis volunteered to check with the NH Library Trustees' Association to learn if they were aware of the problem and to see if any system-wide solution was possible to reduce the new cataloguing burden to small libraries.
5. Mileage reimbursement of $47.79 for the Director was approved.
6. M. Willis will be the trustee rep. for the Friends' meeting on November 10, 2014.
7. Old Business
   a. The revised Library Personnel Policy was approved, signed and distributed.
   b. The logo options prepared by John Hirtle Creative Services were approved.
   c. Director Grimse reviewed and explained the draft of the 2015 budget which she has been requested to submit by October 21.
8. New Business
   a. New Generation residents will be allowed to have only one item from the Library at a time.
   b. The radon test result for September was down to 6.3.
9. Other items:
   M. Willis distributed copies of the work he has done on the NH Division of Historical Resources Inventory Form required for consideration of the Library to be designated as a historical site. All were impressed and appreciative of the amount of work he has put into this project.
10. There were no building issues except the still pending repair of the schoolhouse light and non-skid surface painting of the ramp.
11. Next Meeting: Tuesday, November 18, 2014 at 4:30 pm

C. White, Sec

Director's Report follows:

Weeks Public Library Director's Report
October 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
July	4,602	4,940	-6.84%	29	31	351	275
August	4,082	4,314	-5.38%	23	27	256	187
September	3,630	3,526	2.95%	21	23	210	247
Totals	**34,799**	**36,444**	**-4.51%**	**257**	**286**	**3,112**	**2,671**

	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
July	110	93	150	163	0	0	11	9
August	150	113	131	138	0	0	0	9
September	121	113	153	140	0	4	20	3
Totals	**1,081**	**866**	**1,256**	**1,269**	**11**	**67**	**67**	**103**

	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	3	NA	11	8	70	99
April	44	55	0	NA	13	1	51	123
May	104	14	24	NA	2	1	53	77
June	77	50	0	NA	3	1	42	78
July	79	39	0	NA	1	0	64	82
August	33	39	0	NA	0	1	56	71
September	18	17	0	NA	2	1	33	72
Totals	**502**	**368**	**27**	**NA**	**33**	**17**	**515**	**782**

Donations: $19 needs to be accepted.

Events and Classes:
The final count for the adult summer reading program: 15 signed up, 10 read five or more books to earn raffle tickets. Beverly Meyer won the $50 Portsmouth Ala Carte gift card provided by the Friends. Other prizes collected from various sources were available for eight other winners.

Programming for grades 5 and up continues to be a challenge. The afterschool tie dyed bandana project only attracted one person. Only two teens came for the afterschool DFTBA (Don't Forget To Be Awesome) Pizza day. The afternoon of Drop-in Crafts for the first GCS Early Release Wednesday was a big success with 43 attending. The full week of drop-in crafts also went well with 48 participating. The lectures for the adults, "Retirement by Design" and "Becoming Wolf", had low attendance, only ten and nine. Family Story Time started late this fall due to staffing and the staff training day but it began with a solid group of 14. Thirteen people attended the classic movie night. Glenn Bergeron's movie trivia and facts make the event a fun learning experience. Cribbage nights, the adult book discussion, and Friday Morning Group meetings continue to successfully attract adult patrons.

October events include the new Baby Lap Sit, an Early Release Wednesday event, lectures on "Tax Free Investing" and the "Crisis in Ukraine," the Halloween party sponsored by the Friends, a teen Halloween evening event, a week of drop-in Halloween crafts, and several fundraising events for the Friends.

Meetings, Workshops, and Events:
9/15 Weeding Workshop, Wiggin Memorial Library, Stratham – Candace Yost: Attended the training session offered by Ann Hoey from the State Library on best practices for weeding collections. The workshop offered online and print resources to aid in the weeding process.
9/18 Workplace Violence Training, Wiggin Memorial Library, Stratham – Denise Grimse, Susan MacDonald, Candace Yost, Lee Atkinson, Meredith Hoyt, and Margaret Mooers: Six employees were able to attend the morning workshop led by Stratham Police Chief John Scippa. His presentation was informative and provided staff with useful strategies.
9/19 READS Fall Conference: "Reference and Relevance in the 21st Century," Hooksett Public Library, Hooksett – Denise Grimse: This multi-sessioned one-day conference focused on adult services. The sessions covered customer service skills for technology questions, explored strategies and tools beyond Google searches, and online services and social media resources. Breakout groups discussed the use of the various social media resources and the more traditional media resources to promote library services.
9/23 Department Head Meeting: Denise Grimse – Met with other department heads.
9/24 "Finding Footprints: Assisting Genealogy Researchers with Digital and Local Resources" New Hampshire Archives Group Fall Meeting at North Hampton Town Hall in North Hampton – Candace Yost: Attended their annual meeting and special topic seminar which covered both print and online genealogical resources to use when assisting patrons with their ancestry research needs.
9/25 September YALS Meeting at the Whipple Free Library in New Boston – Candace Yost: The group viewed a Henna demonstration and reviewed other programs for teens, discussed new young adult literature, and planned the upcoming spring conference.

Cataloging Issues:
As of September 10th, the State Library's holding maintenance server was officially no longer operational. Due to procedural requirements and changes in technology and security, the maintenance portion will no longer be offered on the State Network. Other

options for adding and deleting our materials to the State Library database are in development. New and cumbersome procedures are currently in place to import records while other options are being explored. This unfortunate loss of service is negatively impacting our workflow and putting an incredible strain on our already limited staff and tight work space.

Building:
The floor in the Children's Room looks like a brand new floor! We've received many complements. The process went smoothly, just more chemical fumes than we normally have in the building.

A suspended schoolhouse light needs a new light bulb and maybe a new ballast. Relco-Kohlhase has been called, but they haven't figured out how to get to it yet.

Equipment:
Two printers broke within a week. Luckily we had the networked copier/printer available. Both printers have been replaced.

The Early Literacy iPad is now ready for the public.

Respectfully submitted,
Denise Grimse, Director