

**Weeks Public Library
Trustees' Meeting
Tuesday, November 18, 2014**

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

Meeting start time: 4:30 pm - Adjourn time 6:20 pm

1. The minutes of October 14 and September 9 were approved with corrections.
2. Donations of \$28 were accepted.
3. Payroll preview and review were completed by D. Rockefeller.
4. Checks was signed by C. White.
5. The Director's Report was discussed and accepted as written.
6. M. Willis will represent the Trustees at the Friends' December Meeting.
7. Old Business
 - a. Details of the snow removal contract were clarified and Birse is ready to provide service as necessary.
 - b. The State Register of Historic Places application prepared by M. Willis was approved with minor corrections. D. Grimse will provide the required picture to M. Willis who will submit the application to the NH Division of Historical Resources.
 - c. The 2015 draft budget with updated revisions was reviewed and discussed. M. Sodini suggested a COLA increase and that staff salaries in local small libraries be looked at for comparison.
 - d. D. Grimse suggested an addition to the maintenance items for trim painting which was last done in 2008. Water-proofing the basement walls was also discussed. D. Rockefeller agreed to look into the cost but felt it would probably be prohibitive to be included as a maintenance item.
We will review these issues at the next meeting.
8. New Business
 - a. D. Grimse reported that the library now has obtained a debit card for Citizen's Bank only to be used to access the bank account when necessary.
 - b. The Library has agreed to a 21-day loan period for selected lengthy books.
 - c. The downloadable books service now includes a Buy It Now Button required by Simon & Schuster. D. Grimse felt this may be confusing to some users and will explain this option in the newsletter.

- d. The new Library logo will be used on the Library Newsletter.
 - e. The 2014 Health Trust Refund of \$1,375.43 is due in February and D. Grimse will receive 10% (\$137.54) since she is the only FT employee paying into the Health Trust.
 - f. 2015 Health and Dental Insurance Rates and Flexible Savings Account Adoption Agreement were signed by D. Rockefeller. There is a 12.7% decrease in the 2015 health insurance rate.
 - g. D. Grimse outlined two end of the year purchases:
 - 1. 52 Books of the States at a cost of \$1,352 for the children's library.
 - 2. A new laptop computer.
 - h. M. Sodini discussed the CIP and Building Plans Review which he attended.
9. Building Issues
- a. D. Grimse reported a concern regarding the presence of wasps in the Library dormers since 2 staff members have allergies to stings.
 - b. D. Rockefeller and M. Sodini will move the AC cover and bike rack in preparation for winter.
 - c. M. Willis reported a request for use of the emergency exit and stairway to access the children's room for selected programs. Concerns were raised regarding accessibility, adequate notice and safety. M. McLaughlin suggested we table further discussion at this time.
10. Director Grimse will be on vacation November 20 - 27.
11. Next Meeting: Tuesday, December 9, 2014 at the Library.

Budget Committee Library budget review: December 17, 7:30 pm Town Hall

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report

November 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
October	3,671	3,558	3.18%	30	31	400	435
Totals	38,470	40,002	-3.83%	287	317	3,512	3,106

	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
October	122	97	149	118	0	1	11	12
Totals	1,203	963	1,405	1,387	11	68	78	115

	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
October	95	24	0	NA	0	1	40	72
Totals	597	392	27	NA	33	18	555	854

Donations: \$28 needs to be accepted.

Events and Classes:

October was busy for staff with events planned for all ages and the Friends' fundraisers. Also, two new events were launched!

Adult lectures were lightly attended but Cribbage and Classic Movie nights were well attended. The second Lego Building Day was well attended. The Friends will purchase additional "Friends" Lego pieces for December. The Early Release Wednesday Movie and Craft afternoon was a huge success, providing a fun afternoon activity for 51 people. The launch of Baby Lap Sit went well with 12 enthusiastic participants on the first day! The October Family Story Times were well attended. One session was canceled as the room was not open to the public while staff mopped up water leaking through the walls from the October 22nd – 23rd rain storm. The Halloween party went on as scheduled that day and was a huge success with 79 people attending. Cute, scary, and fun costumes made the event especially festive. The Jr. High & Teens Halloween event that evening attracted six teens. The group watched a movie, had a costume contest, and played with an Ouija board. The following week of Halloween Drop-in Crafts went well with an attendance of 58. New for adults this fall, Wii Bowling mornings have replaced Chair Yoga. As space and equipment are limited, this event is not advertised to the general public. Occasionally, Friday Morning Group members are having fun with the gaming equipment before their regular 11 o'clock start time.

November events include the regularly scheduled events plus another Friends' fundraiser and another new event! Be sure to enjoy breakfast and/or lunch at the Country View Restaurant during the week of November 17-22. A coupon is needed to track your guest order. The Friends will receive 15% of the week's total. The Afterschool Kids (ASK) event is running for four weeks beginning in November at the Greenland Central School. So far response has been very good.

Note, the Freegal Music Service expired on October 18th and was not renewed due to low usage. So the statistics for October are only for a partial month. Several patrons will miss it. Others mentioned that it wasn't very user friendly.

Meetings, Workshops, and Events:

10/6 Friends meeting: Denise Grimse, Marcia McLaughlin, Mark Willis – The group reviewed the final details for the Friends' Marketplace and the Nik and Charlie's Pizzeria Night fundraisers.

10/7 YALS October meeting: Candace Yost - Spring conference planning took place and a henna program was demonstrated. Discussion also included the reformatting of the Isinglass Award.

10/9 Fall Chilis Conference: Candace Yost - Presentations were given on Literacy Programs, Bridging the Cultural Divide, and Community Partnerships, as well as a keynote address by M. Herzog, the Great Stone Face award winning author for this past year.

10/10 Great Stone Face Meeting: Susan MacDonald – New books were added to our reading list and books already on the list were discussed and rated. The next meeting will be Nov 14th.

10/29 Atrium Exporting Webinar: Denise Grimse and Meredith Hoyt – Attended the online webinar which demonstrated the process used by Gordan Nash Library in New Hampton to export records to the State Library. It was helpful to see how another library that uses Atrium does their exporting. Instructions from the Carpenter Public Library in Pittsfield, which also uses Atrium, were also sent out. Our process will be similar to

these two sets of instructions but different due to the way we catalog large print and paperback copies of titles.

Building:

Trustee Dale Rockefeller painted the ramp with the nonslip paint. Staff and patrons have noticed the difference.

Telephone service was disrupted on Monday, October 20, 2014. We could call out but could not receive calls. FairPoint was called but due to the strike a technician was not available until Saturday, October 25th. Apparently a telephone wire in the Children's Room got wet and short circuited.

Later in the week, rain water came through the walls in the Children's Room. The water came in on the east side where the AWE computer, audio kits, and public computer sit and in the closet under the front door.

The schoolhouse light that was not working since August is now working. Relco Kohlhasse did not install new components and remains uncertain on how to reach the light. The light bulbs and the ballast needed for the project have been purchased and are being stored for when the light fails permanently.

Respectfully submitted,
Denise Grimse, Director