

**Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, December 9, 2014**

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

Meeting start time: 4:30 pm Adjourn: 6:00 pm

1. The minutes of November 18 were accepted as amended.
2. Donations of \$16 were accepted.
3. Payroll preview and review were completed by D. Rockefeller.
4. Checks were signed by M. Fodero.
5. The Director's Report was discussed and accepted as written.
6. M. McLaughlin and M. Willis will represent the Trustees at the Friends' meeting on January 12 at 6:30 pm.
7. Old Business
  - a. The revised 2015 draft budget was reviewed and discussed. D. Grimse presented a comparison sheet of area salaries. M. Sodini suggested a plan for making salary adjustments stating that Library staff salaries are lower than all other town employees. After discussion it was agreed to add specific salary adjustments to the budget request.
  - b. D. Grimse has requested bids for exterior painting and asked if this should be included in the planned maintenance budget. M. Sodini felt it should be handled as a warrant article.
8. New Business
  - a. It was agreed to submit a warrant article request of \$5,000 for exterior painting.
  - b. The Director reported that the trust fund check has been received.
  - c. The Board approved the Director's sick sell-back for insurance.
  - d. Authorized the Director to encumber funds for anticipated costs to include the fire protection inspection and snow removal service et.al. M.Sodini suggested the Director contact the building inspector regarding the fire protection inspection.
9. No building issues were reported but D. Grimse will contact R. Hazzard regarding an incident which resulted from lack of plowing at the Parish House.
10. The Director will be on vacation December 19 - 25.
11. Next Meetings: **Wednesday, December 17, 7:30 pm** at Town Hall with the Budget Committee.

**Tuesday, January 13, 4:30** at the Library.

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report

## December 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          |
| November      | 3,108         | 3,727         | -16.61%       | 25               | 23         | 234              | 208          |
| <b>Totals</b> | <b>41,578</b> | <b>43,729</b> | <b>-4.92%</b> | <b>312</b>       | <b>340</b> | <b>3,746</b>     | <b>3,314</b> |

|               | 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         |
| November      | 127                | 103          | 166          | 108          | 0                | 0         | 4               | 4          |
| <b>Totals</b> | <b>1,330</b>       | <b>1,066</b> | <b>1,571</b> | <b>1,495</b> | <b>11</b>        | <b>68</b> | <b>82</b>       | <b>119</b> |

|               | 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         |
| November      | 73             | 13         | 0                        | NA        | 1               | 0         | 0             | 72         |
| <b>Totals</b> | <b>670</b>     | <b>405</b> | <b>27</b>                | <b>NA</b> | <b>34</b>       | <b>18</b> | <b>555</b>    | <b>926</b> |

**Donations:** \$16 needs to be accepted.

**Events and Classes:**

Staff was busy at the library and in the community in November. The ASK (Afterschool Kids) event at the Greenland Central School for grades 5 and up ran for three weeks in November and was well attended. There is one more week scheduled in December. Plans are in the works to run the event for three weeks beginning in late January into early February, in between events planned here at the library. I had the opportunity to speak at the Community Congregational Church Women's Alliance. I spoke about our library services, trends in the library world, and popular books. Lastly, many patrons picked up a coupon for the Friends' Country View Restaurant fundraiser.

The Lego Building Day went well with many creative builds. The event is popular and Lego bricks from the Lego "Friends" collection were ordered with funding provided by the Friends of the Library. The Lego "Friends" collection features neon colored bricks and unique shapes like trees, slides, semi-circular windows, waterfalls, and different figures. Other November events went well and were well attended except for the financial lecture on "Put Your Retirement Plan to Work" and one Baby Lap Sit session. No one came to either event. Drop-in craft weeks continue to be very popular.

December is filled with holiday events, parties, crafts days, an early release afternoon, story times, baby lap sit sessions, cribbage nights, the book discussion, and Friday Morning Group meetings. The Friends are also serving hot cider and cookies from December 8-31.

**Meetings, Workshops, and Events:**

11/4 Department Head Meeting: Denise Grimse – Met with other Department Heads.

11/10 Friends meeting: Denise Grimse, Mark Willis – Reviewed the Country View Restaurant fundraiser and approved funds for Lego "Friends" bricks, the holiday party, and pizza for the teens.

11/14 Great Stone Face Meeting: Susan MacDonald – The committee meets at the Bedford Public Library in Bedford, NH. The group discussed all the books on the list so far and added new ones. The next meeting is December 12<sup>th</sup>.

11/20 YALS November meeting: Candace Yost – The elected officers, planned the schedule and other details for the spring conference, discussed possible Flume award nominees and new and notable YA books.

**Library Services:**

We've gathered information to create Read-Alike Author bookmarks now featured on the "New Books" shelving. Library Assistant, Margaret Mooers helped complete the project. Patrons have found some new authors already! We hope to add to the collection.

**Payroll:**

The bi-weekly payroll has been approved by the Department of Labor. The first bi-weekly payroll is Thursday, December 4, 2014.

**Building:**

Paul Hayden and crew collected the leaves.

Gutters were cleaned. The cost went up \$25 from \$175 to \$200.

Work on the Parish House septic system is under way. Plans are being drawn. Lot lines surveyed. Myrick Bunker, the Town Building Inspector, is researching the library deed to assist with determining the lot line as their septic system is on Town property.

Respectfully submitted,  
Denise Grimse, Director