

**Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, January 13, 2015**

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

Meeting start time: 4:40 pm Adjourn 6:20 pm

1. The minutes of December 9 were accepted as written. Referring to line 8c under new business M. Sodini made a motion to clarify the revisions in the Library policies made in order to be in accord with Town policies (6.4, 6.5, 6.6 and d [sic]) and approved at the August 12, 2014 meeting. These revisions included:

1. Library policy 6.6 Sick Leave: "The full-time Director and full-time Assistant Director shall earn one (1) day per month, twelve (12) days per year and may accumulate a maximum of sixty (60) days."

2. 6.7 Sick Leave - and 6.8 Sick Leave - Retirement, Resignation, Death to be the same as Town Policies 6.5 and 6.6.

3. Sick Leave Sell Back: "Employees with a sick leave balance greater than one hundred (100) hours as of October 31st of each year can, at the employee's option, sell back to the Library any unused sick hours accumulated during that year up to a maximum of 200 hours, retaining a minimum of thirty-two (32) after sell-back."

At that time it was voted to retroactively reinstate the maximum accumulated hours (480 hours) to eligible Library personnel.

Note: Any questions related to Library Policy may be directed to the Board of Trustees and are available for review at the Library.

2. Donations of \$175.15 were accepted.
3. Payroll preview and review were completed by D. Rockefeller.
4. Checks were signed by C. White.
5. The Director's Report was discussed and accepted as written. It was noted that changes in personal preference and Town demographics are reflected (e.g. decreased circulation of printed material and an increase in downloadable books) and also that these statistical records do not reflect actual usage and Library traffic.
6. M. McLaughlin and M. Willis will attend the Friends February 9 meeting.

7. Old Business

- a. There are no encumbered funds
- b. A submitted plan for waterproofing the basement walls was reviewed and deemed not acceptable.
- c. D. Grimse was notified that the Church officers plan an “immediate” renovation of the Parish House septic system by creating a leach field under the Library lawn. No information has been shared with the Trustees to date. M. Fodero moved to request a copy of the proposed plan. M. Sodini agreed to talk with M. Bunker.
- d. It is reported that snow removal at the Parish House is done by volunteers as necessary. This has created a problem since plowing only occurs when the Parish House is going to be in use and did not include the back of the building or the egress shared by both buildings. All members of the Board agreed that we need to meet with Church representatives to clarify several concerns regarding these two items (7 c and d).
- e. 2015 Budget & Warrant Article Review: There were no changes to the budget. It was agreed to get a third estimate for the painting.

8. New Business

- a. M. Sodini who attended the CIP Meeting reported that he felt it was well done and that Library expansion is included for 2017.
- b. 2014 funds returned to general fund total \$7,679.11.
- c. D. Grimse distributed a copy of the 2014 Event Statistics.
- d. Candidate filing dates for Town offices is January 21 - January 30. Terms end this year for M. Sodini and C. White.

9. Building Issues

- a. Several complaints have been received relative to pot holes in the driveway which the Parish House septic project and now the weather has precluded having repaired.
- b. D. Rockefeller agreed to take care of a sink drain problem and a loose trim board.
- c. M. Fodero will fill the ice melt container as necessary.

11. Next Meetings:

Town Budget Committee - Wednesday, January 21, 6:30 pm at Town Hall.

Library Trustees - February 10, 4:30 pm at the Library.

Town Budget Hearing - February 10, 6:30 pm at GCS.

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report January 2015

	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
December	3,263	3,770	-13.45%	29	27	344	256
Totals	44,841	47,499	-5.60%	341	367	4,090	3,570

	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
December	125	133	167	105	0	1	17	2
Totals	1,455	1,199	1,738	1,600	11	69	99	121

	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	1	NA	75
December	26	38	0	NA	1	0	NA	72
Totals	696	443	27	NA	35	19	555	1,001

Donations: \$175.15 needs to be accepted, \$2 of which needs to be deposited in the Building Checking account to avoid the maintenance fee.

Events and Classes:

The library was decorated for the holidays and we were busy with all the holiday events, parties, craft days, and the continuing monthly events. Everyone enjoyed the hot cider and cookies provided by the Friends. We had especially good attendance at the Lego Building Day, the Early Release Wednesday DDR & Shrinky Dink event, the Instrumental Holiday Concert, the Snowman Party, and the holiday drop-in crafts week. Baby Lap Sit had very low attendance. The weather wasn't especially good on those Tuesdays. Family Story Times were well attended. Seven students attended the last ASK (After School Kids) event for the fall session. Candace Yost runs the ASK program for grades 5 and up at the school. Only one student from the ASK program and two younger students enjoyed the teen holiday party activities which included pizza at the library. November attendance at ASK events was greater, with eight or nine students each time.

January events: Family Story Times and the Baby Lap Sit sessions resume after the holidays. The monthly Lego Building Day is planned and the Wednesday Early Release event features a movie and craft. The teens will work on temporary tattoos and watch a movie at the library. Adult lectures include Estate Planning and an Introduction to Photography presentation. Cribbage nights, the adult book discussion group, and Friday Morning Group meetings will run as normally scheduled. Wii Bowling is scheduled for the first and third Fridays of the month for Friday Morning Group attendees.

At the school: Susan MacDonald will run a Crazy 8's Math Club for grades 3-5. Crazy 8s is a recreational after-school club that helps kids appreciate the math that's all around them. The free kit is funded through the Bedtime Math Foundation and provides most of the supplies for 15 students. Common school supplies are provided by the library. This

six week club runs on Tuesdays from January 13th to February 17th. The club is filled. Susan has applied for the second unit. Candace Yost is running a second session of ASK. This session will run for three Thursdays beginning on January 22nd. A teen Valentine event is then planned at the library when the session ends.

Meetings, Workshops, and Events:

12/8 Friends meeting: Denise Grimse, Mark Willis – I requested funds for holiday events and the hot cider refreshments. The group reviewed the Country View fundraiser and the March NHHHC program. Grapevine content for the Friends spring events was also discussed.

12/8 What's New in Young Adult Literature Seminar: Candace Yost – Attended this seminar gaining ideas for books to purchase and what books would appeal to different teens. She also learned of new resources online and in print to use in collection development and program planning.

12/12 Great Stone Face Meeting: Susan MacDonald – The group reviewed more titles for the list.

12/17 Budget Committee Meeting: Denise Grimse, and Trustees Dale Rockefeller, Mo Sodini, Kate White, Mark Fodero, Marcia McLaughlin and Mark Willis – The library's 2015 budget was presented to the Committee.

Respectfully submitted,
Denise Grimse, Director

