

**Weeks Public Library
Trustees' Meeting Minutes
Tuesday, February 10, 2015**

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

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

1. The minutes of January 13, January 22, and February 4 were reviewed and accepted with clarifications, corrections and addition of adjourn times.
2. Donations of \$33 were accepted.
3. Payroll preview and review were completed by M. McLaughlin.
4. Checks were signed by C. White.
5. The Director's Report & 2014 Town Report were reviewed and accepted as written.
6. M. Willis and M. McLaughlin will attend the Friends' meeting on March 9.
7. Old Business:
 - a. In preparation for the Town Budget Hearing all agreed that there were no changes to be made in what was submitted.
8. New Business:
 - a. The Library Investment Policy was reviewed and reaffirmed as written.
 - b. M. Fodero signed the Health Trust Certification to Protect Information.
 - c. Motion made by C. White and seconded by M. Fodero to approve the 2015 pay increases as submitted in the budget was voted and accepted.
9. Building Issues:
 - a. The Library was closed on 02/09 due to the storm. There was no heat in the Library on 02/10 because the meter and vent were blocked by snow until cleared by D. Grimse. M. Fodero suggested contacting the gas company for a recommendation of how we can shelter that area.
 - B. The radon fan was also found to be not working. If necessary D. Grimse will have it checked by the company.
10. Other items that come up after the posting of this agenda:

Board concerns related to Warrant Article 12 were discussed.
11. Next Meetings: Tonight, 6:30 pm Town Budget Hearing
D. Grimse, M. McLaughlin, M. Willis, C. White will attend.
Library Trustees: Wednesday, March 11, 2015 at 4:30 pm

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report February 2015

	Circulation		Change	Number of Events		Event Attendance	
	2015	2014		2015	2014	2015	2014
January	3,637	3,674	-1.01%	32	29	264	221

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2015	2014	2015	2014
	2015	2014	2015	2014				
January	139	109	163	135	4	0	24	3

	Heritage Quest		Ancestry Library Edition		Universal Class	
	2015	2014	2015	2014	2015	2014
January	99	33	7	0	2	0

Donations: \$33 needs to be accepted, \$2 of which was deposited in January by the Treasurer due to my deposit slip error.

Events and Classes:

January: Winter storm Juno closed the library for one day and we opened late the next day to give staff time to dig out. We were very busy the days before the blizzard and even the evening before when ten hearty New Englanders came out for Classic Movie Night! Cribbage players did not come that Monday night. Weather and personal issues were factors. Only three people attended the Wednesday evening program, Introduction to Photography. It became a one-on-one help session for those who came and was very informative.

The Estate Planning night earlier in the month was well attended. It was a very good co-presentation by John St. Pierre and Molly Ferrara with lots of questions from attendees. Family Story Times were well attended. Baby Lap Sit sessions are struggling. We're hoping March attendance will improve. The monthly Lego Building Day is going strong and the Wednesday Early Release event remains popular. The four days of drop-in winter crafts had good attendance with 44 participating.

The Crazy 8s Math Club at the school, led by Susan MacDonald, ran for only two weeks in January. Week three was canceled due to the blizzard. Attendance was 10 and 11 on those two weeks. Three more weeks are scheduled for the Tuesdays in February.

The ASK program, held at the school and run by Candace Yost for grades 5 and up, began again in January. A small group of five students worked on Zentangle inspired art tiles and a Sharpie tie dye project. One more week of ASK will run in February and then a Valentine's Day Party at the library is planned for the age group.

The January Winnicut River Watershed Coalition lecture was not well attended. The group is reviewing their programming plan and may no longer need the library space.

February features an OverDrive and Device Help Night on Thursday, February 19. Two or three staff members will be available for 30 minutes sessions from 5:00-7:30pm. Registration is required.

In March, Susan MacDonald will run a series of Lego Building Days at the school for students using the Lego bricks donated to the State Library and distributed to the various Coops. She will also be at the school for "Literary Lunch Week." Students give up their recess time to attend. This is an annual event and the Children's Librarian participates every year. Other readers are solicited from among the faculty and school employees.

Meetings, Workshops, and Events:

1/9 Seacoast Coop: Denise Grimse – Met with other Seacoast Library Directors and finalized the paperwork to obtain a legal name. The group also set up meeting dates and topics for the rest of the year.

1/12 Friends Meeting: Denise Grimse, Trustees Marcia McLaughlin and Mark Willis – The group reviewed the Country View fundraiser, the March NHHC program, and content for the Grapevine.

1/13 Department Head Meeting: Denise Grimse – Met with other Department Heads.

1/14 Demco Teen Programming Webinar: Candace Yost - The webinar featured program and advertising ideas that would appeal to teens.

1/21 Budget Committee Meeting: Trustee Marcia McLaughlin – Attended the meeting which mostly covered the school budget. While in attendance she learned that the library budget was approved as submitted in December.

1/22 YALSA Meeting: Candace Yost - The group discussed Flume nominees and promotion of the award. We finalized details for the upcoming spring conference, and possible topics to be presented at NELA, as well as teen programming ideas.

Atrium Update:

A new Atrium feature was launched in January. Patrons with emails on file automatically receive due date reminders five days before an item is due, the day before the item is due, when the item becomes overdue, and when the item is 30 days overdue. We'll monitor comments from patrons and adjust settings as needed.

Respectfully submitted,
Denise Grimse, Director