

Weeks Public Library  
Trustees' Meeting Minutes  
Wednesday, March 11, 2015

Present: Director, D. Grimse, Trustees, D. Rockefeller, M. Fodero, C. White,  
Alternate/Trustee Elect, M. Willis, Trustee Elect, B. Hennebery  
Meeting start time: 4:30 pm                      Adjourn time: 5:50 pm

1. The minutes of February 10 and February 24 were accepted with minor corrections.
2. Donations of \$31 were unanimously accepted.
3. Payroll preview and review was completed by M. McLaughlin and M. Willis.
4. Checks were signed by C. White.
5. The Director's report was accepted. She will add the Teen Valentine Party to events.
6. M. McLaughlin and M. Willis and B. Henneberry will attend the Friend's meeting on April 13 at 6:30 pm.
7. Old Business:
  - a. The Health Trust refund of \$1405.01 has been received and turned over to the Town.
  - b. The gas company reported that there is no maximum clearance required on the gas meter as long as it is accessible. D. Rockefeller will devise a protective covering.
  - c. Pest control reported that the wasps seen in the Library are not a danger. They are sluggish queens that will not swarm and only want to get out.
  - d. The Library Trustees have received a letter from the Greenland Community Congregational Church Trustees documenting their willingness to have the Library tie into the repaired septic system of the Church (Parish House) if it should become necessary.
  - e. Town meeting was discussed.
    1. Trustees need to request that \$2000 be added to the Town Budget to cover snow removal until December 2015. At present the Library owes \$460 for plowing and has \$10.50 left in the \$2,250 appropriated in the budget.
    2. Explanations to potential questions regarding the importance of retaining the Library Building Fund were discussed:  
The Underwood Engineers Town Facilities Complex Land Use Site Plan and the Town Facilities Planning Study were reviewed.  
The importance of the Library's placement in the CIP as being evidence of having submitted the required information for future action

was pointed out.

A Library CRF and Project Timeline prepared by D. Grimse and the minutes of the special meeting (10/04/2011) with architect C. Thurston to discuss on-site expansion plans were distributed.

8. New Business: Building Issues:

- a. The front door has sustained surface damage due to the severe weather. D. Picha has made an offer to refinish it to include sanding, brushing, TSP wash, 2 coats of oil base primer and an application of an exterior paint coat for \$210 for labor and the cost of materials and supplies. Motion made by D. Rockefeller and second by C. White to accept this offer was agreed upon.
- b. Staff have noticed some dark spots appearing on the walls. The mystery cause has yet to be discovered.

9. Next Meeting:

Tuesday, April 14, 2015 at 4:30 pm at the Library.

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report March 2015

	Circulation		Change	Number of Events		Event Attendance	
	2015	2014		2015	2014	2015	2014
<b>January</b>	3,637	3,674	-1.01%	32	29	264	221
<b>February</b>	3,204	3,592	-10.8%	32	28	231	276
<b>Totals</b>	<b>6,841</b>	<b>7,266</b>	<b>-5.85%</b>	<b>64</b>	<b>57</b>	<b>495</b>	<b>497</b>

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2015	2014	2015	2014
	2015	2014	2015	2014				
<b>January</b>	139	109	163	135	4	0	24	3
<b>February</b>	145	113	134	121	0	0	39	15
<b>Totals</b>	<b>284</b>	<b>222</b>	<b>297</b>	<b>256</b>	<b>4</b>	<b>0</b>	<b>63</b>	<b>18</b>

	Heritage Quest		Ancestry Library Edition		Universal Class	
	2015	2014	2015	2014	2015	2014
<b>January</b>	99	33	7	0	2	0
<b>February</b>	27	36	0	0	1	1
<b>Totals</b>	<b>126</b>	<b>69</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>1</b>

**Donations:** \$31 needs to be accepted.

**Events and Classes:**

We were closed two full days in February due to snow storms. This affected circulation and events.

February featured ongoing programs, the Crazy 8's Math Club at the school, the final last day of the ASK session at the school, an Early Release Wednesday, Valentine's craft week, a teen/tween Valentine's party, and a tech help night. No one attended the tech help night; however, staff did field several tech help requests over the phone and in-person during the month. Winter recess week featured drop-in crafts and a movie.

March events include the start-up of Baby Lap Sit at a new time, 11 a.m., and Family Story Times. Susan MacDonald will be at the school for two different programs this month, Literary Lunch week and Lego Building Days which begins in March and runs through mid-April. Candace Yost will be at the school at the end of the month for the start of another four week session of ASK (After School Kids) for grades 5 and up. Adult programs in March include an Irish Music Night, the monthly book discussion, a NHHC program hosted by the Friends, and Classic Movie Night. Cribbage Nights and the Friday Morning group will meet as normally scheduled.

**Meetings, Workshops, and Events:**

2/13 GSF Meeting: Susan MacDonald – The group met to review the books members are reading. Everyone has many more books to read by April for the final selection.

2/18 CSLP Webinar: Candace Yost – The Collaborative Summer Library Program webinar entitled “Unmask!” provided ideas for implementing and planning summer reading programming for grades 5 and up. Corrections to programs listed in the manual were provided.

2/20 Coop Meeting: Denise Grimse – Met with other Library Directors at the Rye Public Library. The group reviewed the new Seacoast Area Libraries website and elected officers. I will continue as Treasurer and work on setting up banking under the group’s new name.

2/24 MS Access Introductory Class: Candace Yost – Attended this computer class at the Portsmouth Public Library and learned how to create a database.

**Atrium Update:**

The new Atrium due date reminder feature launched in January has reduced the number of overdue phone calls and mailings that need to be made each week. The initial reminder notice has been changed to three days before an item is due from the five days. The five day notice wasn’t working well for the 7-day loan items, such as magazines and DVDs. Hopefully the three day notice arrives as a reminder instead of an annoyance.

**Repairs and Equipment:**

I was busy with several equipment issues in February. The new laptop for the Director was finally set up with all the necessary drivers, software, and updates. The copier drum was changed out on the Canon network copier/printer. This is the second time the drum has been changed on this copier. It is now making clean copies again. The cordless scanner for the reference computer was installed with assistance from the manufacturer. S.W.A.T. Environmental replaced the radon fan which stopped working in January.

**Grant News:**

Susan MacDonald obtained a RIF grant for \$1,000 worth of books. With the books selected through this program, many old and well-loved books in the Children’s Room have been replaced with crisp new copies. Also new books were added and favorites lost over the years were replaced. Additional books were ordered as Summer Reading prizes for pre-K to grades 4.

Respectfully submitted,  
Denise Grimse, Director