

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, May 12, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,
M. McLaughlin; Visitor: Leonard Schwab
Meeting start time: 4:32 p.m. Adjourn time: 5:40 p.m.

1. The minutes of the April 14 and 27, 2015 meetings were accepted as corrected.
2. Donations of \$46 were unanimously accepted.
3. Payroll review was completed by D. Rockefeller.
4. Checks were signed by M. Fodero.
5. The Director's report was reviewed and accepted.
6. The Friends Annual Meeting will be held at Nik and Charlie's Restaurant on June 8, 2015, to begin at 6 p.m. Attendees will buy their own food/pizza. The trustees were asked to review the NH Humanities Council "Humanities To Go" database and each come to the meeting with two suggested program selections.
7. Old Business:
 - D. Grimse passed an updated copy of the Bylaws which all trustees signed.
 - D. Grimse stated that the Parish House septic work was complete.
 - Historic Designation of the Weeks Public Library – the Board of Selectmen voted unanimously at their April 20th meeting to approve the inclusion of the Library on the State Register of Historic Places and signed the form as representatives for the town.
 - Future growth of the Library
 - Leonard Schwab provided the trustees with a list of architects who have previously done library projects or who were recommended
 - L. Schwab suggested we consider where library business would/could be conducted during an on-site construction project.
 - A working meeting was scheduled for Tuesday, May 26, 2015, at 5:30 p.m. The goal of this meeting would be to develop a plan which could be presented to architects for possible bid.
 - Building maintenance projects:
 - Painting - two bids have been received but three are required before a presentation can be made to the Selectmen. D. Rockefeller to assist in procuring the third bid.
 - Roof slate – Murphy and Sons coming Friday, May 15, 2015 to evaluate.
 - Front door – D. Picha will begin the work on June 1, 2015.
 - Air conditioning unit – wasn't working so it was drained and recharged and added leak seal in a can. It is obviously a slow leak but it was not

possible to locate the source. \$553.00 for the repair.

- The gas meter requires a sleeve and the library was given 30 days to install one.

8. New Business:

- Name tags for library staff – they will be \$13 each with a one-time \$30 set up fee. They will be plastic with a magnetic back. Style and color a staff choice.
- D. Grimse has placed a Suggestion Box for patron input, something new. Some cute ones from children, teen and adult – more seating, larger teen section.
- Gas meter sleeve – Hart Plumbing will do the work on Friday, May 15.
- The 2016 budget will be due earlier, probably July or August, than in the past due to the town now being a SB2. D. Grimse asked that the trustees think of any projects they might want to address in the coming year.
- The auditors will be at the Library the week of May 17.
- There will be a Department of Justice Trustees Session on Monday, June 22, 2015, from 8:30-11:30 a.m. if anyone is able to attend.

9. Next Meeting: Tuesday, June 9, 2015 at 4:30 pm at the Library.

Respectfully submitted,

M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report May 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 |
| February | 3,204 | 3,592 | -10.8% | 32 | 28 | 231 | 276 |
| March | 3,544 | 3,850 | -7.95% | 42 | 35 | 347 | 440 |
| April | 3,379 | 3,558 | -5.03% | 35 | 26 | 261 | 262 |
| Totals | 13,764 | 14,674 | -6.20% | 141 | 118 | 1,103 | 1,199 |

| | Downloadable Books | | | | | | Learning Express | |
|-----------------|--------------------|------------|------------|------------|-------------------|-----------|------------------|----------|
| | Audiobooks | | eBooks | | Digital Magazines | | 2015 | 2014 |
| | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | | |
| January | 139 | 109 | 163 | 135 | NA | NA | 4 | 0 |
| February | 145 | 113 | 134 | 121 | NA | NA | 0 | 0 |
| March | 165 | 113 | 161 | 160 | 7 | NA | 3 | 0 |
| April | 148 | 123 | 171 | 128 | 15 | NA | 0 | 1 |
| Totals | 597 | 458 | 629 | 544 | 22 | NA | 7 | 1 |

| | Mango Languages | | Heritage Quest | | Ancestry Library Edition | | Universal Class | |
|-----------------|-----------------|-----------|----------------|------------|--------------------------|----------|-----------------|-----------|
| | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 |
| January | 24 | 3 | 99 | 33 | 7 | 0 | 2 | 0 |
| February | 39 | 15 | 27 | 36 | 0 | 0 | 1 | 1 |
| March | 54 | 1 | 98 | 78 | 0 | 3 | 1 | 11 |
| April | 32 | 13 | 52 | 44 | 39 | 0 | 19 | 13 |
| Totals | 149 | 32 | 276 | 191 | 46 | 3 | 23 | 25 |

Donations: \$46 needs to be accepted in donations.

Events and Classes:

April was busy with crafts, movies, enrichment programs at the school, adult lectures, and continuing monthly events. Children had seven days of crafts between Easter and spring recess week. Lego days at the library and at the school were well attended. Twenty people enjoyed the *Penguins of Madagascar* movie on Early Release afternoon. Another twelve people came for the Scooby-Doo movie during spring recess. Only nine adults attended the adult lecture, "Spies in Time" a NHHC sponsored event. Nineteen adults came out for the Bette Davis movie, *Now Voyager*. Family Story Times were very well attended; however, no one attended any of the three Baby Lap Sit sessions. The day and time of Baby Lap Sit has been changed for the next session. We are all hoping for better results. Only four people attended the Poetry Night, but wonderful poems were shared. The After School Kids (ASK) enrichment at Greenland Central School for grades 5 and up ran for two Thursdays with an attendance of 5 and 6;

however, the Green Teen craft event for grades 5 and up at the library did not attract any teens.

The first Seacoast Area Libraries event, "The Heist of the Century" lecture at the Lane Memorial Library in Hampton was a huge success with 103 people attending. Anthony Amore was an excellent speaker being both informative and witty. Three residents from Greenland attended. These numbers are not included in the counts above.

Special May events include the Friends' Annual Plant and Bake Sale with Chili lunch, a night of songs from World War II, the new day and time for Baby Lap Sit, a painting program for grades 1 and up, and a teen program entitled "British Invasion." The adult Summer Reading Program, "Escape from the Ordinary," begins Memorial Day with a new bingo sheet option this year allowing parents who read to their children as part of the "Read-to-Me" program to participate. The grand prize is the \$50 Portsmouth A La Carte gift card provided by the Friends. Several other prizes also have been collected.

Meetings, Workshops, and Events:

4/13 Friends' Meeting: Denise Grimse and Trustee Mark Willis – The group reviewed the results of Town Meeting, thanking everyone for their work. The librarian's report included requests for summer reading prize money and pizza money for the tweens/teens. Memberships, book sale money, book bag money, and bulb orders were turned in. The group also finalized details and assigned tasks for the plant sale, bake sale, and chili lunch. The location of the annual meeting was discussed. Nik & Charlie's was mentioned as a possibility.

4/10 Great Stone Face Meeting: Susan MacDonald – The group met to finalize the Great Stone Face title list for 2015-16. The titles will be announced at the New Hampshire School Library Media Association Conference in May. Susan MacDonald will be one of the presenters during that afternoon session.

4/18 NHLTA Trustee Orientation Workshop: Bette Henneberry – Attended the workshop at the Hooksett Public Library.

4/23 HealthTrust Benefits Administrator Workshop: Denise Grimse – Attended this workshop to learn more about the many services offered to employees by HealthTrust besides health insurance. Subjects covered: Healthcare Reform Mandate Updates, How Medical Consumerism Can Lower Healthcare Costs, SmartShopper Program Overview, Protecting Employee's Personal Information, Life Resources: Work/Life Website Overview and Employee Assistance Program, Review of Lumenos medical plans from Anthem and funding options, and When an Employee Retires. Brochures will be given to eligible staff.

4/24 WordPress Training: Denise Grimse – Met with other librarians at the Kensington Public Library where Bobbi Slossar ran a WordPress training session. I learned how to scrape data from our site to create the new pages in WordPress. I also learned about a potential calendar resource for the new site.

4/28 EBSCO Host Training: Denise Grimse, Susan MacDonald, Candace Yost, Meredith Hoyt, and Margaret Mooers - Bobbi Slossar, Technology Librarian at the NH State Library, ran a two hour training session for staff. I stayed for the first hour and then opened the library at 10 a.m. Staff learned how to search by publication, how to email the pdf version of articles to patrons, and how to search for scholarly articles on a subject. The second hour covered the many user interfaces and resources for children and the new combined Explora interface coming later in the year.

Respectfully submitted,
Denise Grimse, Director