Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, July 14, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, B. Henneberry, M. Fodero, M. McLaughlin; Visitors: Joann Duncanson
Meeting start time: 4:35 p.m. Adjourn time: 5:52 p.m.

1. The minutes of the June 30, 2015 meeting were approved as written.

2. Donations of $56.00 were accepted.

3. D. Rockefeller reviewed the payroll. D. Grimse noted that three (3) trustees must now sign the payroll packet (auditor's requirement)

4. Checks were not ready to be signed.

5. Transactions Review – after reviewing the transactions for June, D. Grimse again noted that three (3) trustees must now sign off on said document each month (auditor's requirement)

6. Director's Report was reviewed. No discussion or questions.

7. Approved reimbursement to Director of $60.38 (mileage) for an Employer Workshop at NHRS (New Hampshire Retirement System).

8. In the absence of Selectman Representative Jim Rolston, Director Grimse reported that he had asked if the Trustees intended to request the $29,000 disbursement from the Selectman. He also passed along that he would like to see the library expansion at the town offices property and is opposed to expansion at the current site.

9. Patron suggestions: (mostly from kids)
   - Snacks
   - Book group for 3rd and 4th grades
   - Doll reading party
   - "Thicker books"
   - More "comic" (graphic novel) books
   - One "I love you" note

10. Old Business:
    a. Building maintenance projects update:
       - ramp repaired
       - asphalt patch at bottom still soft (have Dave Picha take a look)
       - painting began 7/13
       - slate repair – Denise has not heard from them yet; she wrote deposit check from library funds, after work is complete the full amount will be

refunded; Selectmen would have liked three (3) estimates on this.

b. Auditor's recommendations:
   - Clear up "stale" checks: A motion was passed to allow D. Grimse to clear up stale checks, reconcile and deposit $45.00 from them into this year's budget.
   - Distribution of Funds Authorization –approved a form required by the auditors which will go into the policy book.
   - Credit Card Policy – a policy, required by the auditors, was approved and will be added to the policy book.

c. Mission Statement review – approved a version submitted by M. Willis with minor changes in wording.

d. Future Growth:
   - Reviewed the proposal from Lavallee Brensinger
   - Looked at a list of activities Langdon (Newington) trustees did for their addition; D. Grimse pointed out that the Trustees will need to be responsible for tasks as we move forward.
   - Leonard Schwab suggested that the Trustees also meet with Scott Simons and Tappe Associates architectural firms; D. Rockefeller will contact Leonard to set up dates with expected meeting time of 4:00 p.m.

11. New Business:
    a. D. Grimse was told that bush trimming will be scheduled through town with Paul Hayden. D. Rockefeller requested that the weeds be pulled also.
    b. Children's department floor maintenance – it was approved that D. Grimse would schedule strip and wax of floor and cleaning of the stairway for September.
    c. CIP meeting – notices will go out in August with the first meeting to be held in September. A Trustee will need to be present.
    d. Radon Test results – 6.9 (test done in June, 2015)
    e. 2016 budget – D. Grimse reported that she is just beginning the process. She has been told that the town is revising their policies (they didn't do it last year) and she doesn't know how that will affect the Library budget, especially with regard to health insurance.

12. Building issues – D. Grimse intends to have the gutters cleaned in August, again in November and April. This should help with or eliminate water issues in the Children's department.

13. Next meeting – August 11, 2015. Future architect session TBA.

Respectfully submitted,
M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report
July 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
May	3,093	3,879	-20.26%	20	29	145	350
June	3,926	3,932	-0.15%	31	37	562	746
Totals	**20,783**	**22,485**	**-7.57%**	**189**	**184**	**1,810**	**2,295**

	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
May	134	127	177	135	8	NA	1	8
June	147	115	198	143	5	NA	5	2
Totals	**878**	**700**	**1,004**	**822**	**35**	**NA**	**13**	**11**

	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
May	7	4	0	104	2	24	18	2
June	7	0	18	77	65	0	15	3
Totals	**163**	**36**	**294**	**372**	**113**	**27**	**56**	**30**

Donations: $56 needs to be accepted in donations.

Events and Classes:

June events included the last Lego Building day for the school year, see photos on the digital frame. All Baby Lap Sit sessions in June were canceled due to no attendance. Family Story Time sessions went well and Cow Day was a success with 156 attendees visiting Bambi. We had a small group attend the "Save a Seal" presentation for children and no one attended the Throwback Thursday for grades 5 and up. Eighteen adults attended the NHHC program "Wit and Wisdom: Humor in 19th Century New England," and another 18 attended Classic Movie Night. Three adults came to the Teen Tech Help night but no teens came. Staff was on hand to field questions. The weekly

cribbage nights, Friday Morning Group meetings, and monthly book discussion group kept the library busy in June. June statistics also include two Kindergarten class visits and a few visits to the school to promote the Summer Reading Program. End of the year crunch at the school limited the opportunities for staff to meet with students. The summer reading calendar of events was also sent to the school for their daily email blasts to parents.

Summer Reading events for children continue in July with crafts, a hero day, an afternoon movie, a science magic event presented by the Boston Museum of Science, a special Wednesday night family event featuring Laura F. Keyes as Laura Ingalls Wilder in "Moving Day for Laura," and take on Jedi-type powers at the Jedi Academy. Note the science magic presentation will take place at the Parish House due to the lack of space in the library. Refreshments will be available after the program in the Children's Room. Also family story times will meet each Thursday. The summer reading program prizes include books and a variety of dollar store items provided by the Friends.

Tweens and teens will test their superhero knowledge and create their own glow-in-the-dark painting. This year the summer reading program features a bingo sheet with a basket of prizes. Also a gift card is raffled at each evening program. Prizes and gift cards are provided by the Friends.

Classic movie night, the adult book discussion, cribbage nights, and Friday Morning Group meetings will meet as scheduled.

In between programming events, several staff members are scheduled to attend a genealogy training workshop covering Heritage Quest and Ancestry Library Edition. Bobbi Slossar from the State Library is running the workshop. Weeks Public is sponsoring the training. Lane Memorial in Hampton is hosting due to the lack of space here for a large group training session.

Meetings, Workshops, and Events:

6/1 Classroom visits: Candace Yost visited two 4th grade classes.

6/8 Friends' Annual Meeting: Denise Grimse and Trustees Bette Henneberry and Mark Willis– The Friends met at Nik & Charlie's for dinner and their meeting. The group selected a different fall NHHC program, as the scheduled speaker was now unavailable; discussed the fall fundraisers; reviewed changes to the Friends brochure; selected speakers for 2016; and elected officers. Deb Bauder will continue as President, Phyllis Picha will continue as Treasurer, and Stuart Bauder is the new Secretary. Karen Johnson will coordinate the NHHC programs using dates provided by Denise.

6/9 Classroom visits: Candace Yost visited one 5th grade class and two 7th grade classes.

6/9 USPS Bulk Mailing Training: Denise Grimse – Met at the Banfield facility with the bulk mailing clerk to clarify procedures and requirements. With the new procedures, ten town-wide newsletters must be weighed first at the Banfield facility. The re-weighing, payment and final paper work then must be done at the Greenland Post Office, where the permit is held. Upon completion of all the paperwork, the newsletters for the routes plus the authorization forms must be taken back to the Banfield address for delivery. The newsletters for the P.O. Boxes remain at the Greenland facility. These extra steps add lead time to the newsletter publishing process.

6/16 Classroom visits: Susan MacDonald visited one 3rd grade class.

6/16 Department Head Meeting: Denise Grimse – Met with other Department Heads.

6/18 NH Retirement System (NHRS) Education Session: Denise Grimse – Attended this employer informational session in Concord to review important changes and regulations for retirees returning-to-work.

Museum Passes:

The Friends are no longer sponsoring the Boston Children's Museum pass due to low usage. The Greenland Women's Club is sponsoring the Prescott Park buttons again this year. Six buttons are available for patrons to reserve. There is a reserve limit of two buttons per day per family. The limit is lifted when there are unreserved buttons after noon on the day of a performance.

Respectfully submitted,
Denise Grimse, Director