

Weeks Public Library  
Trustees' Meeting - Minutes  
Tuesday, August 11, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, B. Henneberry, M. Willis,  
M. McLaughlin; J. Rolston, Selectmen Liaison; Visitors: L. Schwab  
Meeting start time: 4:30 p.m. Adjourn time: 6:20 p.m.

1. The minutes of the July 14, 2015 meeting were corrected and approved. The minutes of the August 3 and 4, 2015 meetings were approved as corrected.
2. Donations of \$16.00 were accepted.
3. D. Rockefeller reviewed the payroll and three trustees signed off on them.
4. M. Fodero was not present therefore checks were not signed.
5. Transactions for the month of July were reviewed and three trustees signed off on them. D. Grimse noted that a charge correction needed to be made for a duplicate entry of the ADP fee. Correction was approved.
6. Director's Report was reviewed.
7. Selectman liaison report – J. Rolston delivered a letter from K. Anderson for the Board of Selectmen re future expansion/construction. He also reported that the CIP Meeting would be held soon and that notification for that would come from the Planning Board.
8. Patron suggestions:
  - puzzles (Denise is bringing it back)
  - DC comic books for teens (Constance had already gotten some)
  - "more stuff"
9. Old Business:
  - a. Future growth:
    - Document in our minutes that designLAB Architects cancelled their interview due to overload of work in the future.
    - Looked at Tappe proposal for library building program; deferred discussion to future building meeting.
    - Received a thank you note from Scott Simons for the time spent with us.
    - A letter will be sent to the Selectmen from the Library Board of Trustees describing the current steps in a future building project.
    - Review of the selection process for a library architect will be submitted to the Grapevine for its next issue.
  - b. Building maintenance projects update:

- D. Rockefeller weeded and trimmed one half of the building; the town has not yet done any such work.
- D. Grimse will contact Dave Pichare the still soft asphalt patch.
- Gutters were cleaned August 4.
- Tile in Children's department and interior stairway will be cleaned September 19 beginning at 7:30 a.m. The Children's dept. will be closed that day as will the back door.
- The ramp still needs to be painted. Once the weather has cooled D. Rockefeller will coordinate its painting with other trustee volunteers.

c. D. Grimse reported that the 2016 Budget is due September 14<sup>th</sup>. The working draft of the budget was reviewed. D. Grimse still had unanswered questions. The trustees were asked to review the document prior to the next regular meeting.

#### 10. New Business:

- a. The copier lease will be up for renewal in the fall of 2016. D. Grimse has been approached by the current provider about renewing early but the trustees were disinclined to act upon renewal yet.
- b. Fire protection – The annual inspection due to be done between October and December. Approved a proposal from Tri-State Fire Protection for the work.
- c. Staffing changes:
  - Approved paying out unused vacation time (10 hours) for an employee who has resigned. It was suggested that the trustees review a policy for unused vacation at separation.
  - Due to the employee resignation other employees will be filling in until the position is filled.
  - Reviewed the job description for the open position as well as the posting "ad".
- d. Staff laptop – One of the laptops used by staff at the counter "died" after the July Microsoft updates. It still needs attention. They are currently using another staff laptop.
- e. Friend's fundraisers
  - Selling mums and bulbs
  - They created a new brochure for membership to go into the next issue of the Grapevine and will need help stuffing it.
- f. Library website redesign. An ongoing project. Denise stated she needed help from a graphic designer to complete the work.

11. Building issues – There are wasps on the outside of the building. L. Schwab will deal with this.

12. Staff vacations – Susan – week of August 15-22; Denise – week of August 23-29

#### 13. Other Items:

- M. Willis reported that he hoped our application for placement of the Weeks

Library building on the list of NH historic buildings will be submitted in September.

- L. Schwab raised the question of creating a funding committee. Likewise, D. Rockefeller questioned creating a building committee.

13. Future meetings – Tuesday, September 1, 2015, 4:30 p.m., to discuss future building  
Tuesday, September 8, 2015, 4:30 p.m., regular monthly meeting

Respectfully submitted,  
M. McLaughlin, Secretary

## Weeks Public Library Director's Report August 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>March</b>	3,544	3,850	-7.95%	42	35	347	440
<b>April</b>	3,379	3,558	-5.03%	35	26	261	262
<b>May</b>	3,093	3,879	-20.26%	20	29	145	350
<b>June</b>	3,926	3,932	-0.15%	31	37	562	746
<b>July</b>	4,089	4,602	-11.15%	26	29	256	351
<b>Totals</b>	<b>24,872</b>	<b>27,087</b>	<b>-8.18%</b>	<b>218</b>	<b>213</b>	<b>2,066</b>	<b>2,646</b>

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2015	2014
	2015	2014	2015	2014	2015	2014		
<b>January</b>	139	109	163	135	NA	NA	4	0
<b>February</b>	145	113	134	121	NA	NA	0	0
<b>March</b>	165	113	161	160	7	NA	3	0
<b>April</b>	148	123	171	128	15	NA	0	1
<b>May</b>	134	127	177	135	8	NA	1	8
<b>June</b>	147	115	198	143	5	NA	5	2
<b>July</b>	162	110	220	150	11	NA	0	0
<b>Totals</b>	<b>1,040</b>	<b>810</b>	<b>1,224</b>	<b>972</b>	<b>46</b>	<b>NA</b>	<b>13</b>	<b>11</b>

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2015	2014	2015	2014	2015	2014	2015	2014
<b>January</b>	24	3	99	33	7	0	2	0
<b>February</b>	39	15	27	36	0	0	1	1
<b>March</b>	54	1	98	78	0	3	1	11
<b>April</b>	32	13	52	44	39	0	19	13
<b>May</b>	7	4	0	104	2	24	18	2
<b>June</b>	7	0	18	77	65	0	15	3
<b>July</b>	10	11	497	79	173	0	12	1
<b>Totals</b>	<b>173</b>	<b>47</b>	<b>791</b>	<b>451</b>	<b>286</b>	<b>27</b>	<b>68</b>	<b>31</b>

**Donations:** \$16 needs to be accepted in donations.

**Events and Classes:**

Attendance at the July summer reading events for children was mixed, anywhere from zero to 28 attendees. Twenty-one people attended the two days of drop-in crafts. Story times were slow to start but picked up and the afternoon movie was a bust. The Super Hero Day and the Jedi Academy created by Susan MacDonald were well attended. Each event ran twice, once in the morning and then again in the evening

which works well for the community. The Boston Museum of Science evening program, "Science Magic," worked well at the Parish House. Several family groups came to the library afterwards for refreshments and to checkout materials. The evening family event, "Moving Day for Laura" brought in multigenerational mother daughter groups. It was a successful first attempt at such a program, with attendance of 22.

Four tweens/teens came to the Black Light Painting night for grades 5 & up. No one came to the Superhero Jeopardy Night held earlier in the month.

Adult attendance at all the monthly events remains constant. So Classic Movie night, the adult book discussion, Cribbage Nights, and Friday Morning Group will remain on the schedule.

Also in July, a local community group, the Winnicut River Watershed Coalition, used the library space in the basement for a presentation and training session.

August events include a week of crafts, an afternoon movie, a tween/teen Zombie Survival program, and the monthly adult programs. The last day for children, tweens, and teens to turn in their reading logs and to pick up prizes is Friday, August 21. Adults will keep reading through Labor Day and submit their titles by noon on Friday, September 11 for the raffle.

The Friends are running two fundraisers: the mums sale and the fall bulbs sale. The form for the mums sale is available on the website and in the library. It was also included in the August newsletter. The fall bulbs may be ordered directly online or by using the color brochure available in the library.

Looking ahead to September, Susan MacDonald and Candace Yost have been invited to book talk to the 5<sup>th</sup> and 6<sup>th</sup> grade classrooms during the first week of school. This is a great way to begin the school year! A book discussion group for 3<sup>rd</sup> and 4<sup>th</sup> graders is scheduled for September, "Book Buzz." This was one of the suggestions from the suggestion box. The plan is to meet four times during the school year. An Early Release Wednesday program is also scheduled in September.

Library events for September through December were submitted to the Grapevine for the fall issue. Additional events planned after their deadline will appear in the library's monthly newsletters and the electronic newsletters.

### **Meetings, Workshops, and Events:**

7/13 Heritage Quest and Ancestry Library Edition Training: Susan MacDonald, Candace Yost, Meredith Hoyt, and Margaret Mooers – Attended this two-hour training session run by Bobbi Slossar from the State Library and held at the Lane Memorial Library in Hampton. Everyone came back from the session eager to practice, as usage for the two databases shows.

7/13 Wiggan Memorial Library in Stratham tour: Susan MacDonald and Candace Yost - Toured their renovated and expanded space, noting dimensions of the teen area, the children's room, the story time/craft room, the meeting room, and the storage areas.

7/18 Durham Public Library tour: Denise Grimse – Toured their two-year old building and spoke with staff. Noted the café/reading room, the historical/conference room, the teen room and children's area, the story time/craft room, the quiet study rooms, the seating areas, the meeting rooms, the kitchen/staff lounge, the staff work areas, and the number and location of restrooms. A local interior decorator donated time to assist with colors and finishes selection.

**Website Updates:** Several pages of the website have been modified or updated. Accurate information and links are needed to create the new pages in the WordPress site. Candace Yost is working on a new layout and updated links for the Teen page.

**Staff Evaluations:** Evaluations were conducted in July.

**Building Maintenance:** The exterior painting project and the slate tile repairs were completed in July.

Respectfully submitted,  
Denise Grimse, Director