

Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, September 8, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis,
M. McLaughlin; J. Rolston, Selectmen Liaison; Visitors: L. Schwab
Meeting start time: 4:31 p.m. Adjourn time: 5:39 p.m.

1. The minutes of the September 1, 2015 meeting were approved as written.
2. Donations of \$13.00 were accepted.
3. D. Rockefeller reviewed the payroll and three trustees signed off on it.
4. M. Fodero had signed checks prior to the meeting.
5. Trustee representative for the September Friends meeting – no one available.
6. Transactions for the month of August were reviewed and three trustees signed off on it.
7. Director's Report was reviewed. D. Grimse pointed out that there was no charge for the recent treatment for wasps on the exterior of the building. Work done by Pest Specialists, LLC (Tim Frasier) of Lawrence, MA.
8. Selectman liaison report – J. Rolston stated that the Selectmen are hopeful that the Trustees will change their minds about the library location site and come to the central location of town facilities.
9. NH State Registry – M. Willis reported that in recent communication with Mary Kate Ryan, in the Historic Resources Division of the Cultural Resources Dept., he indicated that he was looking for a decision about placement on the list in October.
10. Patron suggestions:
 - space to play Legos
11. Old Business:
 - a. Future growth – proposals for a Library Building Plan have been received and will be reviewed at a Trustees meeting on September 22.
 - b. Draft budget:
 - D. Grimse pointed out that in the copy Trustees received there were changes from the version previously presented.
 - Any decreases which would occur due to a default budget will come from books and media. At the October meeting the Trustees will look at the possibility of a warrant article to cover specific expenses.
 - HealthTrust, insurance broker for town and library employees, will be discon-

tinuing the plan currently used. Discussion of this will be on the September 22 agenda.

- c. Computer repair – D. Grimse was authorized to take the computer for repair service if she is unable to correct the current problem herself.
 - d. Library Assistant 3 applicants – There are three (3) applicants to interview. D. Grimse will interview the candidates and bring her recommendation to the Trustees.
 - e. Building maintenance:
 - There is a pane of glass missing in one of the dormer windows which needs to be replaced. D. Rockefeller will take a look at it.
 - Ramp painting is awaiting cooler weather.
 - D. Grimse reiterated that the cleaning of the tile floor and stairway carpeting will be done on September 19.
12. New Business:
- a. CIP – our form is due by September 30. Discussion of it will be on the September 22 meeting agenda.
 - b. Personnel Policy review – placed on the October meeting agenda.
 - c. Snow removal contract – D. Grimse will follow up with last year’s provider and plan to have a contract for signature at the October meeting.
13. Building issues – The cover over the air conditioner condenser needs to be replaced, and a cover for the gas meter needs to be made before winter.
14. Future meetings – Tuesday, September 22, 2015, 6:00 p.m., future building
Tuesday, October 13, 2015, 4:30 p.m., regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary

Director’s Report follows:

Weeks Public Library Director's Report September 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
July	4,089	4,602	-11.15%	26	29	256	351
August	3,656	4,082	-10.44%	20	23	165	256
Totals	28,528	31,169	-8.47%	238	236	2,231	2,902

	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
July	162	110	220	150	11	NA	0	0
August	154	150	206	131	1	NA	0	0
Totals	1,194	960	1,430	1,103	47	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
July	10	11	497	79	173	0	12	1
August	3	0	340	33	24	0	2	0
Totals	176	47	1,131	484	310	27	70	31

Donations: \$13 needs to be accepted in donations.

Events and Classes:

August included the culmination of the Summer Reading program for children, tweens, and teens and vacations for staff. Note, the program ran for one less week this

year and Ronald McDonald and a large group evening event were not scheduled this year. The last day for children, tweens, and teens to turn in their reading logs and to pick up prizes was Friday, August 21. Adults will keep reading through Labor Day and submit their titles by noon on Friday, September 11 for the raffle.

The week of crafts was well attended as was the afternoon movie. This movie was a recent release which tends to attract a larger audience than older children's movies. Five tween/teens attended the Zombie Survival program. The two sessions of Family Story Time were a little low with attendance of six and seven. All the monthly adult programs went well.

The Friends mums and bulb sales continue. Their new brochure will be an insert in the fall Grapevine.

September events include a tech help night, a NHHHC lecture hosted by the Friends, an afternoon movie, an early release Wednesday program, and continuing programs. New programs beginning in September are a book club for grades 3 & 4 and the 5-week after school program for grades 5 and up. Both programs will run in the library.

Meetings, Workshops, and Events:

8/13 Health Trust Eye on Healthcare Reform : IRS Reporting – Small Employer webinar: Denise Grimse - Attended this webinar to learn of updates to the IRS Reporting of Minimum Essential Coverage (MEC) by small employers sponsoring "self-insured" health plans. The presenters provided updated information, clarified confusing parts of the IRS form, and what to fill-in where. The webinar also covered deadlines and penalties.

8/13 School Library Journal Virtual Conference: Summer Teen: Candace Yost - This 4.5 hour virtual conference featured panels by educators and authors, information on new and forthcoming books, and programming ideas. The conference was archived so sessions not attended during the 4.5 hours can be viewed at a later date.

Building Maintenance and odd jobs: Trustee Dale Rockefeller trimmed bushes and weeded. Jackson Hoyt, Meredith's husband, replaced the water proof flap on the book drop that was ripped off. Pest Control took care of the wasp problem. It was a huge yellow jacket nest in the eave. Much more than a spray can from 20 feet could handle. The rear entrance was closed for the day as homeless yellow jackets swarmed. Staff fought off drugged yellow jackets inside for the next few days.

Respectfully submitted,
Denise Grimse, Director