

Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, October 13, 2015

Present: Director D. Grimse, Trustees: Mark Willis, Bette Henneberry, Dale Rockefeller, Selectmen Representative Jim Rolston.  
Meeting time 4:30p.m. Adjourn time: 6:02p.m.

1. Approved September 22, 2015 minutes.
2. Accepted donations of \$51.19.
3. Payroll Review: Trustee D. Rockefeller reviewed and all Trustees signed.
4. Trustee M. Willis signed checks.
5. Friends meeting reminder: Nik and Charlie's Pizzeria Night fundraiser, October 19.
6. No liaison report.
7. Transactions Review: The Master Card bill has a \$5.22 charge for a purchase made in error. The credit will be on next month's statement. The \$1,000.00 from the Library Emergency Repair Fund was received for the slate roof tile repairs.
8. Director's report: Nine people completed the adult summer reading program. Julia McCann won the \$50 gift card provided by the Friends and 8 others won various prizes. Seven tweens completed their summer reading program and received prizes provided by the Friends.
9. NH State Registry update: Mary Kate Ryan's email states all is in order. Documents will be sent soon.
10. Suggestions: adult crafts
11. Old Business:
  - a. Computer Repair update: Tech-N-Go installed the new hard drive and ran Microsoft updates on the staff laptop. Cost \$209.
  - b. Staffing update: Jacqueline Wilson has accepted the Library Assistant 3 –Cataloger position and will start once the background check and post-offer physical are completed. The Part-time Librarian job description is still in development.
  - c. HealthTrust Agreement: Mark Willis reviewed the agreement, the resolution adoption, and summarized changes, noting the change in Cobra and retirement billing options. Trustee Mark Willis motioned and moved to adopt the Certificate of Authorizing Resolution. Bette Henneberry seconded. Trustee Dale Rockefeller is authorized and directed to execute and deliver the Application and Membership Agreement to Health Trust.

d. Reviewed the Lavallee Brensinger proposal and made changes to submit to Ron Lamarre. Trustee B. Henneberry motioned to accept the revised proposal and to request the release of funds from Capital Reserve Fund at the next Board of Selectmen's meeting. Trustee M. Willis seconded. D. Grimse will submit changes to Ron Lamarre and schedule the meeting with the Board of Selectmen. Also reviewed Trustee D. Rockefeller's meetings with Principal Peter Smith and the Greenland Central School Board regarding parking. The schoolboard was interested in the suggested 20-25 parking spaces on school property with a lighted walk to the library. The only concern was maintenance. It was suggested that Trustee Mark Fodero should speak with Greenland Congregational Church trustees about access and parking.

e. 2016 Budget: Discussed warrant article if default budget. No decision made.

f. Personnel Policy Review: Changed bereavement leave to only 3 days. Employees may use sick leave or vacation time if more time is needed.

#### 12. New Business:

a. 2015 Audit Report: Trustees Assignment: Review our credit card policy and compare to audit report suggestions. Come back with ideas.

b. Snow removal contract with Birse's Property Management: Same prices as last year. Corrected the date of contract to 8/27/15. Trustees signed. D. Grimse will mail.

#### 13. Building Issues:

Call Kohlhasse for light in aisle near restroom. It might be the ballast.

#### 14. Other Issues:

None at this time.

15. Next Meeting: Trustees will meet before the November monthly meeting to discuss Health Insurance rates and plans once those arrive. The next monthly meeting is Tuesday, November 11

Submitted,  
Bette Henneberry, Trustee

Director's Report follows

## Weeks Public Library Director's Report October 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>August</b>	3,656	4,082	-10.44%	20	23	165	256
<b>September</b>	3,096	3,630	-14.71%	25	21	250	210
<b>Totals</b>	<b>31,624</b>	<b>34,799</b>	<b>-9.12%</b>	<b>263</b>	<b>257</b>	<b>2,481</b>	<b>3,112</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>August</b>	154	150	206	131	1	NA	0	0
<b>September</b>	127	121	148	153	3	NA	0	0
<b>Totals</b>	<b>1,321</b>	<b>1,081</b>	<b>1,578</b>	<b>1,256</b>	<b>50</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>August</b>	3	0	340	33	24	0	2	0
<b>September</b>	8	20	0	18	43	0	1	2
<b>Totals</b>	<b>184</b>	<b>67</b>	<b>1,131</b>	<b>502</b>	<b>353</b>	<b>27</b>	<b>71</b>	<b>33</b>

**Donations:** \$51.19 needs to be accepted in donations.

**Events and Classes:**

Events and attendance include two book talk visits at the school to the two 5<sup>th</sup> grade classes and the two 6<sup>th</sup> grade classes.

The Adult Summer Reading program ended in September. Nine adults read five or more books. Julie McCann won the \$50 gift card provided by the Friends. The other eight won various prizes of their choosing from a selection of donated items and items purchased using the Friends ink cartridge recycling rewards. Seven tween/teens turned in Bingo cards for prizes provided by the Friends. This is an increase in participation for this age group.

Story Times started up again in September and we have several family and care giver groups attending. The two new programs, the book club for 3<sup>rd</sup> & 4<sup>th</sup> graders and the After School Fun for grades 5 & up were not well attended. The book club will meet again in October and possibly in December. There are no available Wednesdays in November due to holidays and the scheduled Lego Mania event. The After School Fun program continues until October 15, with a new activity planned each week. Snacks are also provided. The monthly Lego building day continues to be popular though space to display the projects is slowly disappearing. Space is needed for the collection. No one came to the Friday Flick, it wasn't a recent DVD release. The early release Wednesday program, "Doodles and more" was a success. The doodle Shrinky Dinks came out great! We're finding we only need to run early release events until 2:30pm. The drop-in craft week, with three days in September and two days in October, was not well attended. This was very unusual.

Thirteen attended the NHHC lecture, "The Arab Springs" presented by Mark Willis. This event was hosted by the Friends. The Classic Movie night broke all old records with 19 attendees! Glenn Bergeron, our volunteer movie buff, was especially thrilled. Only one person attended the September tech help night. The adult monthly book discussion, the cribbage nights, and the Friday Morning Group continue all remain popular with adults.

October events include the Friends' pizzeria fundraiser night at Nik and Charlie's and Halloween parties for children and students in grades 5 & up.

**Meetings, Workshops, and Events:**

9/3 Book Talks: Susan MacDonald and Candace Yost – Susan met with the two 5<sup>th</sup> grade classes and both Susan and Candace met with the two 6<sup>th</sup> grade classes. New books were presented along with titles on the Isinglass and Great Stone Face lists.

9/11 Great Stone Face Meeting: Susan MacDonald – Attended the first meeting of the new year. The reading has begun!

9/14 Friends' Meeting: Denise Grimse – The group reviewed the mum's and bulbs fundraisers, talked about fundraisers for the building project, and finalized details for the NHHC lecture.

9/21 Board of Selectman Meeting: Denise Grimse – Town department 2016 budgets were on the agenda but not fully discussed due to two absent Selectmen.

Respectfully submitted,  
Denise Grimse, Director