

Weeks Public Library
Trustees' Meeting Minutes
Thursday, November 10, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,
M. McLaughlin, M. Fodero

Meeting start time: 4:30 p.m. Adjourn time: 6:00 p.m.

1. Approve minutes – The minutes of the following meetings were approved:
October 8, 2015 – approved as corrected
October 18, 2015 – approved as corrected
October 27, 2015 – approved as written
November 4, 20015 – approved as written
2. Donations of \$58.00 were accepted.
3. D. Rockefeller performed a payroll review. Three trustees signed off on the payroll.
4. M. Willis signed checks.
5. Friends meetings reminder: M. Willis attended the meeting on 11-9 and will attend the December meeting also.
6. There was no liaison report.
7. The monthly transactions were reviewed and signed.
8. Director's Report:
 - Various items were discussed to clarify the trustees' understanding of the report.
 - S. MacDonald will be going to the Greenland School on Monday, November 16 for book talks, which is being coordinated by Jonathan Dowling, a Greenland Central School staff member.
9. Suggestions:
 - Have a National Dog Day event for grades 3-5. Have crafts, pizza, someone from the NHSPCA.
 - More dog books
 - Please build a one story library
10. Old business:
 - a. No health insurance documents yet. When they come D. Rockefeller will need to sign.
 - b. Staffing – It's super, super tight right now but are trying to get vacations in. There are two interviews scheduled for the open library position.
 - c. Personnel Policy Review – updated wording in Bereavement Leave and Health

Insurance sections.

d. Credit Card Policy Review – Reviewed the policy to confirm that the policy is in line with recommendations made by the auditors and approved it as amended.

11. New Business: D. Grimse went over the anticipated schedule of CIP and Budget review meetings. Dates are listed at the end of the minutes in Future Meeting Dates.

12. Building issues:

a. D. Rockefeller was thanked for painting the ramp.

b. Trustees discussed the leaf removal issue which came about due to a town employee's surgery.

c. The air conditioning unit needs to be covered. D. Rockefeller will do this.

d. A gas meter cover still needs to be installed.

e. Kohlhase came and performed some electrical repairs but there are items still to be done.

f. S. MacDonald's desk needs repair, the file cabinet below is getting crushed.

g. The bike rack needs to be moved before winter plowing begins.

3. Future meetings – Wednesday, November 18, 5:30 p.m., with Ron Lamarre

Thursday, November 19, time unknown, with Planning Board to Review CIP

Wednesday, December 2, 5:30 p.m., with Ron Lamarre

Tuesday, December 8, 2015, 4:30 p.m., regular monthly meeting

Tuesday, December 8, 2015, 6:30 p.m., town budget review/budget comm.

Wednesday, December 9, 2015, 5:30 p.m., with Ron Lamarre

Wednesday, December 16, 2015, 5:30 p.m., with Ron Lamarre

Wednesday, December 16, 2015, 6:30 p.m., potential town budget review

Respectfully submitted,
M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report November 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
September	3,096	3,630	-14.71%	25	21	250	210
October	3,264	3,671	-11.09%	29	30	276	400
Totals	34,888	38,470	-9.31%	292	287	2,757	3,512

	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
September	127	121	148	153	3	NA	0	0
October	157	122	163	149	5	NA	0	0
Totals	1,478	1,203	1,741	1,405	55	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
September	8	20	0	18	43	0	1	2
October	0	11	7	95	1,157	0	2	0
Totals	184	78	1,138	597	1,510	27	73	33

Donations: \$58 needs to be accepted in donations.

Events and Classes:

October events included two days of fall drop-in crafts and four days of Halloween drop-in crafts, the last three days of the fall tween/teen After School Fun program at the library, the new book club for grades 3 & 4, the Halloween parties for children and tween/teens sponsored by the Friends, the Statue of Liberty lecture, and the regularly scheduled monthly events. The tween/teen After School Fun program held at the library was not well attended. Five days were scheduled, three days had no attendance, one day 2 tweens came and on the last day four tweens tried out the 3Doodlers pens. We had only three children come for the grades 3 & 4 book club. The children's Halloween party had 59 participants and the tween/teen party had three. Adult programs are all still going strong. The Statue of Liberty lecture brought in 27 people. Glenn and Trudi Bergeron brought in a birthday cake to celebrate Lady Liberty's birthday!

The Friends' Nik & Charlie's Pizzeria Night fundraiser was a success. Many family groups and friends ate at the restaurant. Others ordered take-out.

Collection:

Staff continue to discard outdated and less popular materials. Yet, space continues to be tight as worn and damaged materials are replaced and new materials are purchased each week. Wooden bins were purchased to expand the shelving space in the Children's Room. Two were also used in the Teen section. Shelving units for the AccuCut dies were purchased. The donated shelving unit was failing.

Storage boxes now house adult audio books, music CDs, and horror DVDs. The Christmas collection no longer fits in the green bin. Christmas music and DVDs are now in their own box. Children's holiday DVDs are in their own storage bin.

Meetings, Workshops, and Events:

10/6 Department Head Meeting: Denise Grimse – Met with other Department Heads.

10/9 Great Stone Face Meeting: Susan MacDonald – Reviewed titles brought in by members of the committee.

10/19 Board of Selectman Meeting: Trustee Dale Rockefeller and Denise Grimse – Trustee Rockefeller reviewed the three consultant proposals and requested to release funds of \$5,900 from the CRF for the Library Building Plan phase. Denise Grimse stayed for 2016 budget review session.

10/20 Friends' Meeting: Denise Grimse and Susan MacDonald – The group met at the Nik & Charlie's Pizzeria Night fundraiser. As we were short staffed, Denise and Susan attended the fundraiser separately. Many family groups and friends were at the restaurant. The Friends held the meeting without Denise.

10/23 SAL (Seacoast Area Libraries) Meeting: Denise Grimse – Discussed staffing, programs, officers, and celebrated Judy Haskell's retirement.

10/26 Board of Selectman Meeting: Denise Grimse – Attended the health insurance review session.

Building:

Pest control applied the second treatment of the year. The batteries for the security system were replaced by Burns Security. Tri-State Fire Protection, LLC inspected the fire extinguishers, swapping out one extinguisher. On a separate visit, Tri State Fire Protection technicians inspected the hardwired fire alarm system. Inspection documents were given to the Fire Department.

Respectfully submitted,
Denise Grimse, Director