

Weeks Public Library  
Trustees' Meeting - Minutes  
Thursday, December 8, 2015

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

Meeting start time: 4:35 p.m.                      Adjourn time: 6:04 p.m.

1. Approve minutes – December 2, 2015, were approved as written.
2. Donations of \$25.00 were accepted.
3. D. Rockefeller performed a payroll review. Three trustees signed off on the payroll.
4. M. Fodero signed checks.
5. Friends meetings reminder: M. Willis and will attend the December meeting.
6. There was no liaison report.
7. The monthly transactions were reviewed and signed.
8. Director's Report - Discussed several items in the "usage" portion of the report: Learning Express, Heritage Quest, Ancestry Library Edition, Universal Class.
9. Suggestions:
  - Have a drop off location at the school for library books - NO
  - Horse books, DVDs about horses, horse movies
  - Hot chocolate/coffee Keurig machine (defer for future library)
10. Old business:
  - a. Karen Anderson told D. Grimse that budget constraints had led to no leaf pick up anywhere in town.
  - b. Staffing – Madeline Gielow will begin working on December 21, 2015.
  - c. Personnel Policy Review – reviewed the changes the Trustees made, signed the original. Each Trustee given a copy to place in their binder.
  - d. Historic listing review – it was decided to frame and hang the certificate which had been sent to Karen Anderson.
  - e. Dump Day –
    - D. Grimse – 250 flyers, cups, sign with wording for cider and donuts
    - M. McLaughlin – wipes, napkins, cider
    - D. Rockefeller – will pick up and deliver sign to our location at town hall
    - Talking points with R. Lamarre on Wednesday
  - f. Trust Fund check - \$2,386.88; fund balance is currently about \$118,000.
  - g. Review of the Library Budget prior to presentation to the town Budget Committee

11. New Business:
  - a. Discussed the Library's fire alarm contract. Next inspection October, 2016.
  - b. S. MacDonald's computer required reinstallation of Windows.
  - c. D. Grimse purchased gifts for volunteers Donna Lee Brothers and Glen Bergeron.
  - d. Discussed the proposed joint concert series suggested by North Hampton Library. M. Willis will approach the Friends at their December meeting about underwriting the Weeks Library portion, \$168.75.
  - e. Trustees authorized D. Grimse to encumber funds for any expenditures which have not come in by the first week of January, 2016.
  - f. Trustees standing for election in 2016 – M. Fodero and M. McLaughlin  
D. Grimse will find out the filing date for them. M. McLaughlin will write a letter to the Selectmen requesting appointment of Jonathan Dowling, 224 Dearborn Rd., Greenland, as an alternate Trustee.
  - g. Staff vacations – S. MacDonald, 12/9; D. Grimse, 12/24-31.
12. No building issues reported.
13. Item after agenda posting – M. Fodero reported on a discussion with Andrew Hanson regarding the Congregational Church property walkway.
14. Future meetings – Tuesday, January 14, 2016, 4:30, regular monthly meeting  
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 December 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>October</b>	3,264	3,671	-11.09%	29	30	276	400
<b>November</b>	2,912	3,108	-6.31%	21	25	264	234
<b>Totals</b>	<b>37,800</b>	<b>41,578</b>	<b>-9.09%</b>	<b>313</b>	<b>312</b>	<b>3,021</b>	<b>3,746</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>October</b>	157	122	163	149	5	NA	0	0
<b>November</b>	139	127	153	166	11	NA	0	0
<b>Totals</b>	<b>1,617</b>	<b>1,330</b>	<b>1,894</b>	<b>1,571</b>	<b>66</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	28	9	2	0	2	0
<b>February</b>	39	15	13	12	0	0	1	1
<b>March</b>	54	1	6	30	0	1	1	11
<b>April</b>	32	13	3	16	3	0	19	13
<b>May</b>	7	4	0	31	1	1	18	2
<b>June</b>	7	0	1	24	3	0	15	3
<b>July</b>	10	11	6	34	6	0	12	1
<b>August</b>	3	0	5	10	4	0	2	0
<b>September</b>	8	20	0	27	1	0	1	2
<b>October</b>	0	11	1	28	8	0	2	0
<b>November</b>	0	4	1	19	13	0	23	1
<b>Totals</b>	<b>184</b>	<b>82</b>	<b>64</b>	<b>240</b>	<b>41</b>	<b>2</b>	<b>96</b>	<b>34</b>

**Donations:** \$25 needs to be accepted in donations.

**Events and Classes:**

November event statistics include book talks at Greenland Central School and one one-on-one tutoring session. Susan MacDonald visited the 5<sup>th</sup> and 6<sup>th</sup> grade classes at GSC. She shared old favorites and new titles appropriate for each grade. Several students came in to pick up copies of books she presented. Denise taught two residents how to use the Ancestry database.

The November calendar included four drop-in craft days, the Friday Flick showing of Disney's *Inside Out*, and the regular array of monthly events for adults and children. There were no special events scheduled for tween/teens due to staffing shortages.

**Meetings, Workshops, and Events:**

11/9 Friends of the Library: Denise Grimse and Trustee Mark Willis – Turned in memberships and book sale money. Reviewed the Nik & Charlie Pizzeria fundraiser, planned logistics of the Country View Restaurant fundraiser, and discussed volunteer opportunities. Submitted receipts for the October holiday events and requested funds for the December holiday refreshments, the children's holiday party, and any tweens/teens holiday party if planned.

11/13 Great Stone Face Meeting: Susan MacDonald – The group reviewed titles brought in by members of the committee.

11/16 Health Insurance Review: Denise Grimse – Attended this meeting for staff at the Town Offices. Peter Chapel and Bill Byron from HealthTrust presented information on the various plans and other HealthTrust services.

11/16 GCS Book Talks: Susan MacDonald – Made two visits to the school to book talk to the 5<sup>th</sup> and 6<sup>th</sup> grade classes.

**Online Services:**

Universal Class saw another bump in usage during November, with 23 log-in sessions and three new courses started: Effective Communication 101, Listening 101, and Wedding Planning 101. Others courses started since the beginning of the year: Project Management 101, Effective Presentations, Event Planning 101, Home Business, Marketing for Small Business 101, Human Resources Management 101, How to Start and Run an Online Business, Negotiation Skills, and Business Writing Basics.

The statistics for Heritage Quest and Ancestry Library Edition are now being reported for the number of sessions each month instead of searches. The 2014 statistics for both services have been converted to sessions.

Respectfully submitted,  
Denise Grimse, Director