

Weeks Public Library  
Trustees' Meeting - Minutes  
Tuesday, January 12, 2016

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, M. Fodero, Bette Henneberry,  
M. McLaughlin; J. Rolston, Selectmen Representative  
Meeting start time: 4:30 p.m. Adjourn time: 5:32 p.m.

1. Approve minutes:
  - December 8, 2015 approved as corrected
  - December 9, 2015 approved as written
2. Donations of \$1,570 were accepted.
  - \$1,000 to the Building Money Market Account in memory of Adele Wick from the Allayne and Douglas Wick Foundation
  - \$500 with restriction for the purchase of books only from Terrance Harvey
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 and will attend the February 8, 2016, meeting. No meeting to be held in January.
6. The Selectmen's representative stated that the Recreation Committee was reported to be submitting a warrant article to begin a fund for the Maloney Field project.
7. The monthly transactions were reviewed and signed. \$15,786.74 to be returned to the town, with the approval of the Trustees, which is the excess of funds voted at the town meeting 2015.
8. Director's Report:
  - D. Grimse reported that the appointment of Jonathan Dowling as an alternate trustee was pending with the selectmen and that Trish Gray was interested in filling the other alternate position and would try to attend the February meeting.
9. No suggestions this month.
10. Old business:
  - a. D. Grimse reported no encumbered funds for 2015.
  - b. 2016 budget review – D. Grimse reported that the Budget Committee reduced the Library budget by \$3,000, from the snow removal line item.
  - c. Candidate filing dates: January 20-29, 9-4:30 p.m., applicable to M. McLaughlin and M. Fodero.
11. New Business:
  - a. D. Grimse shared a ZBA abutters letter notifying the library that the UCC

has requested a special exemption for overnight guests four to six times per year.  
This is related to the church's participation in the Seacoast Family Promise program.  
M. Fodero will share library concerns with church personnel.

- b. D. Grimse shared a patron problem with the Trustees which has led to the patron not currently having check out privileges, and restrictions in the future.
- c. D. Grimse reported that the library will have its 2015 audit the week of May 16, 2016.

12. Building Issues:

- a. There was a toilet clog again.
- b. The radon exhaust pipe is bent. Trustees elected to wait until spring to address as there is no impact on exhausting itself.
- c. Salt bin needs holes drained to allow drainage. D. Rockefeller to address.
- d. Rain damaged book in the drop box due to a faulty flap on the opening. D. Rockefeller to address.

13. Item after agenda posting:

- a. M. Willis reported that in questionnaire feedback two Greenland School students had suggested there be a pathway from the school to the library.
- b. M. McLaughlin shared a letter from the Friends regarding the funds they received from the Greenland Women's Club for handing out shopping bags at the recent craft fair.

14. Future meetings – Tuesday, January 13, 2016, 7:00 p.m., town and school budget review,  
Greenland School  
Tuesday, February 9, 2016, 4:30 p.m., regular monthly meeting

Respectfully submitted,  
M. McLaughlin, Secretary

Director's Report follows:

## Weeks Public Library Director's Report January 2016

	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>December</b>	2,963	3,263	-9.19%	19	29	212	344
<b>Totals</b>	<b>40,763</b>	<b>44,841</b>	<b>-9.09%</b>	<b>332</b>	<b>341</b>	<b>3,233</b>	<b>4,090</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	133	121	NA	NA	0	0
<b>March</b>	165	113	158	160	7	NA	3	0
<b>April</b>	148	123	171	128	15	NA	0	1
<b>May</b>	134	127	178	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>December</b>	160	125	148	167	5	NA	0	0
<b>Totals</b>	<b>1,777</b>	<b>1,455</b>	<b>2,039</b>	<b>1,738</b>	<b>71</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>December</b>	0	17	1	8	10	0	4	1
<b>Totals</b>	<b>184</b>	<b>99</b>	<b>65</b>	<b>248</b>	<b>51</b>	<b>2</b>	<b>100</b>	<b>35</b>

**Donations:** \$1,570 needs to be accepted in donations: \$2 to be deposited into Building Fund Checking to avoid bank charges, \$568 into operating checking account, and \$1,000 into Building Fund Money Market.

**Events and Classes:**

December events included the annual holiday party for children sponsored by the Friends, holiday craft days, and the regular array of weekly and monthly events. The Friends also hosted the holiday hot cider and cookies refreshments for three weeks in December.

January events include family story times, an early release Wednesday movie and craft event, tech help nights, winter craft days, a photo journal presentation of the Tour du Mont Blanc, and the regular weekly and monthly programs.

**Meetings, Workshops, and Events:**

12/8 Lively Library Programming: Susan MacDonald - Attended this NHLA sponsored seminar at the Hooksett Library at which a variety of programming ideas for all ages was presented. A program planning template was also shared.

12/8 Budget Committee Meeting: Denise Grimse and Trustees Marcia McLaughlin, Dale Rockefeller and Mark Willis – Presented the 2016 budget to the Committee.

12/16 Budget Committee Meeting: Denise Grimse and Trustees Marcia McLaughlin and Dale Rockefeller – The Committee Reviewed our budget and the 2016 proposed budget by \$3,000, specifically from the Snow Removal line.

Respectfully submitted,  
Denise Grimse, Director