

Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, April 12, 2016

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Fodero, Bette Henneberry,  
M. McLaughlin, M. Willis; Alternate Trustee: Trish Gray  
Absent: Selectmen's Representative: Jim Rolston; Alternate Trustee: J. Dowling

Meeting start time: 4:30 p.m.           Adjourn time: 5:32 p.m.

1. Approve minutes:
  - March 9, 2016, approved as corrected
  - April 6, 2016, approved as corrected
2. Donations of \$12.00 were accepted.
3. D. Rockefeller performed a payroll review. Three trustees signed off on the payroll.
4. M. Fodero signed checks and D. Rockefeller will make the deposit.
5. Friends meeting reminder: no Trustee was able to attending the May 9, 2016 meeting.  
D. Grimse reminded the Trustees of the Friends Plant Sale to be held on May 7.
  - M. Fodero and D. Rockefeller will each provide a pot of chili.
  - M. McLaughlin and T. Gray will provide cookies or similar.
  - D. Rockefeller will provide his tent.
6. No Selectmen's liaison report.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed.
9. Suggestions:
  - "more horse stuff" – display on main floor
  - "you guys rock"
  - "a cake day"
  - "comics"
  - "food, so I don't starve"
  - "an animal rescue day" – being worked on
  - "a 5<sup>th</sup> grade book group" – being worked on
10. Old business:
  - a. The radon exhaust pipe was repaired.
  - b. School house lights – waiting for a quote from Kohlhase, who is looking at the possibility of using LED bulbs.
  - c. Basement railing – D. Picha is working on an installation solution.

- d. The book drop still needs to have water leakage issue addressed. D. Rockefeller will take care of it.
13. New business:
- a. Universal Class courses – the Library is now being offered a full set of the courses, versus selected courses, for the coming year at a cost of \$500.00, the same as the previous year. Patrons may sign up for up to five classes at a time and have six months to complete the coursework. The Trustees were encouraged individually to take a look at the courses and write up a brief paragraph about a course which should be sent to D. Grimse to be submitted to the Greenland Grapevine within the library’s article.
  - b. D. Grimse stated that the Library website now has a new design, very different from the previous design. The design involved much work and consultation with the technology librarian at the state library.
  - c. Mileage expenses for trips to Concord to consult with the state librarian were approved.
  - d. Friends Memorial Garden – the Friends are taking responsibility for maintenance of this area. There is a spring clean-up day scheduled for Friday, April 15, 2016, in the afternoon.
  - e. D. Grimse contacted K. Anderson about the town cleaning up the remaining library property.
14. Building issue – seasonal ant issue, pest treatment to be done in April.
15. Items after agenda posting – M. Willis notified the board that he would be tendering his resignation. He was thanked for his service.
16. Future meetings – **Wednesday, April 13, 2016**, 4:30 p.m., meeting with R. Lamarre  
**Tuesday, May 3, 2016**, 4:30 p.m., regular monthly meeting

Respectfully submitted,  
M. McLaughlin, Secretary

Director’s Report follows:

## Weeks Public Library Director's Report April 2016

	Circulation		Change	Number of Events		Event Attendance	
	2016	2015		2016	2015	2016	2015
<b>January</b>	3,091	3,637	-15.01%	28	32	259	264
<b>February</b>	3,228	3,204	0.75%	26	32	302	231
<b>March</b>	3,416	3,544	-3.61%	32	42	233	347
<b>Totals</b>	<b>9,735</b>	<b>10,385</b>	<b>-6.26%</b>	<b>86</b>	<b>106</b>	<b>794</b>	<b>842</b>

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2016	2015
	2016	2015	2016	2015	2016	2015		
<b>January</b>	154	139	199	163	14	NA	0	4
<b>February</b>	128	145	181	133	11	NA	0	0
<b>March</b>	157	165	187	158	3	7	NA	3
<b>Totals</b>	<b>439</b>	<b>449</b>	<b>567</b>	<b>454</b>	<b>28</b>	<b>7</b>	<b>0</b>	<b>7</b>

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2016	2015	2016	2015	2016	2015	2016	2015
<b>January</b>	7	24	0	28	3	2	2	2
<b>February</b>	22	39	2	13	1	0	2	1
<b>March</b>	41	54	2	6	2	0	0	1
<b>Totals</b>	<b>70</b>	<b>117</b>	<b>4</b>	<b>47</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>4</b>

### Donations:

\$12 in donations needs to be accepted.

### Events and Classes:

March events and attendance include four ASK (After School Kids) sessions held at Greenland Central School. Four students attended each week. No one came to the Young Adult book group. It was an evening program for teens and their parents. For April the event was changed to an after school poetry event with pizza.

No one came to the adult book discussion, there was an event at the Parish House. Four students attended the Book Buzz book discussion group for grades 3 & 4 and again no one came to the morning session of the Lego Building Day. Other events included a St. Patrick's Day craft day, the week of drop-in Easter crafts, three Friday Flicks, a New Hampshire Humanities presentation on the Faberge Eggs, and the regular monthly events.

April events include National Library Week with refreshments provided by the Friends, two fiber arts nights, a paint night, Spring Recess drop-in crafts, and a presentation on a climbing Mt. Kilimanjaro presented by Greenland resident Eve Fralick.

Librarian, Madeline Gielow will run poetry sessions during class time at Greenland Central School in April for the 5<sup>th</sup> and 6<sup>th</sup> graders.

### **Meetings, Workshops, and Events:**

3/11 Great Stone Face Meeting: Susan MacDonald – Met with the group to review last group of titles for next year's list.

3/15 Android Devices: Madeline Gielow – Attended the Android Devices class at the Portsmouth Public Library. It was run like a tech help session. Learned tricks and tips to manage and use android devices.

3/17 CHILIS Spring Conference at SNHU in Manchester: Susan MacDonald - Attended the two morning presentations: "Making Story Time More Interactive for Your Young Patrons" and "Early Literacy: How to Introduce More Programs in Your Library." Got several good ideas and tips from both presentations. The afternoon session was the Kids, Books and the Arts showcase special. This was a quick look at this year's performers who are available to entertain at library summer programs.

3/21 Board of Selectmen Meeting: Trustees Dale Rockefeller and Bette Henneberry and Alternate Trustee Trish Gray and Denise Grimse – Met with the Board of Selectmen to discuss town-owned land available for a library.

3/24 Google Apps: Margaret Mooers – Attended the Google Apps class at the Portsmouth Library. Learned about this online web-based suite of applications. Important differences between Google Apps and Microsoft Office: must work online so need a reliable Internet connection and the apps lack some Microsoft features. Google Apps is useful for sharing documents and accessing documents anywhere there is a reliable Internet connection.

3/25 Website Transfer: Denise Grimse – Met with Bobbi Slossar, the technology librarian at the New Hampshire State Library, to move the website to the new WordPress design.

3/29 CLOSE (Children's Librarians of the Seacoast) Meeting at Wiggin Memorial Library in Stratham: Susan MacDonald and Madeline Gielow – Met with eighteen other librarians from the area. The group discussed different performers at great length; who was good, what subject matter was offered, and cost. It is helpful to get feedback about performers before hiring them. There was some discussion about the Summer Reading Program but not much. Most libraries had not started planning yet. They had scheduled performers but had not planned their reading programs. There was some discussion on tracking the reading logs. This has become difficult to keep track of. Most are not using time to track reading anymore and most are having trouble keeping track of all the statistics that need to be reported to the State Library. This was a good meeting with some ideas about future programs we may be able to do. Everyone had different ways to do things so it was a very interesting meeting. Madeline was able to meet many area librarians and hear about their programs. Useful in planning programs for here.

### **Collection Changes**

Assistant Director/Children's Librarian has spent the last several months reorganizing the Teen Section. It now houses a Junior High collection and a Young Adult collection. Lee Atkinson, Margaret Moores, Madeline Gielow, and Jacqueline Wilson assisted in relabeling and updating bibliographic records to setup the new Junior High collection.

### **Building Maintenance**

The gutters were cleaned in time for the spring rains by Dean Staples, Seacoast Handyman. He also secured the radon vent pipe to the gutter while he was cleaning, fixing the damage from the December snow storm.

Respectfully submitted,  
Denise Grimse, Director