

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, May 3, 2016

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

Meeting start time: 4:31 p.m. Adjourn time: 5:50 p.m.

1. Approve minutes:
 - April 12, 2016, approved as written
 - April 13, 2016, approved as written
2. Donations of \$9.00 were accepted.
3. D. Rockefeller performed a payroll review. The Trustees signed off on the payroll.
4. D. Rockefeller signed checks and will make the deposit.
5. Friends meeting reminder: no Trustee was able to attend the May 9, 2016 meeting.
D. Grimse reminded the Trustees of the Friends Plant Sale to be held on May 7, 9-1.
 - D. Rockefeller will set up tent before 9 a.m.
 - Chili to be delivered Saturday morning; baked goods Friday or Saturday.
 - Annual Friends meeting on Monday, June 6, at Nik and Charlie's, at 6 p.m.
 - M. McLaughlin will attend.
6. Selectmen's representative report:
 - The town is developing a new website (through Virtual Town and School) and the Library is invited to be linked through it. D. Grimse stated that most libraries who appear on their town's Virtual Town and School website have a small presence on the town page but are linked to their own website. The Trustees were asked to look at towns using Virtual Town and School and provide feedback.
 - The town has been informed that the new gas line for the Bramber development will go through the town complex, parallel to the roadway.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed.
9. Suggestions:
 - "you're great-don't do anything else"
10. Old business:
 - a. Planning Study Update:
 - D. Grimse and S. MacDonald met with R. Lamarre and revised the worksheet.

- The “makerspace” has been incorporated into the larger meeting space.
 - In order to make the senior meeting space more visible and provide flexibility, a third small meeting room was added which will be adjacent to two other small meeting rooms, and it will be possible to open and link the rooms for a larger meeting space.
 - M. Fodero moved that the Trustees move forward with Phase II (Pre-Bond Vote Services) with Lavallee Brensinger Architects with the intent of remaining at the current Library site. The motion was seconded by D. Rockefeller. Motion passed. The actual timing for this phase of work will be dependent upon SB2 deadlines. D. Rockefeller will talk with K. Anderson about SB2 deadlines. The Trustees will sign the Pre-Bond Services agreement after clarification of SB2 deadlines and Item 14 in the agreement.
- b. Spring cleanup was performed by the Friends and town employees.
 - b. School house lights – a quote from RELCO (Kohlhase) was reviewed. The quote being more than \$1000, D. Rockefeller will work to get additional bids. It was also decided to continue use of fluorescent lightbulbs.
11. New business:
- a. Paperwork was filled out to change the signers on the bank accounts.
 - b. D. Grimse stated that the Library has an Overdrive Advantage account to allow purchase of eBooks previously unavailable to the consortium. That publisher’s books are now available to the consortium so she will discontinue buying individual copies for use exclusively by Greenland residents.
12. D. Grimse reminded the Trustees about upcoming conferences and workshops and to contact her if they were planning to register.
13. Building issues:
- a. Book drop is still leaking.
 - b. The front door should be painted. D. Grimse will contact Dave Picha.
15. Items after agenda posting – a check for \$56.30 was received from a class action suit settlement. It will be deposited.
16. Future meetings – **Tuesday, June 14, 2016**, 4:30 p.m., regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary

Director’s Report follows:

Weeks Public Library Director's Report May 2016

	Circulation		Change	Number of Events		Event Attendance	
	2016	2015		2016	2015	2016	2015
January	3,091	3,637	-15.01%	28	32	259	264
February	3,228	3,204	0.75%	26	32	302	231
March	3,416	3,544	-3.61%	32	42	233	347
April	3,385	3,379	0.18%	31	35	235	261
Totals	13,120	13,764	-4.68%	117	141	1,029	1,103

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2016	2015
	2016	2015	2016	2015	2016	2015		
January	154	139	199	163	14	NA	0	4
February	128	145	181	133	11	NA	0	0
March	157	165	187	158	3	7	NA	3
April	146	148	189	171	9	15	NA	0
Totals	585	597	756	625	37	22	0	7

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2016	2015	2016	2015	2016	2015	2016	2015
January	7	24	0	28	3	2	2	2
February	22	39	2	13	1	0	2	1
March	41	54	2	6	2	0	0	1
April	23	32	1	3	0	3	64	19
Totals	93	149	5	50	6	5	68	23

Donations:

\$9 in donations needs to be accepted.

Events and Classes:

Statistics include two classroom sessions at Greenland Central School.

Refreshments provided by the Friends for National Library Week were very well received. We had food for all those "more food" suggestions we receive. Three people came to the two fiber arts nights, the paint night co-sponsored by the Friends filled up quickly and seven people created their own mini masterpieces.

The Poetry Play and Pizza event at the library for grades 5 and up went very well, six participated. They really enjoyed the projects and were eager to help out at the school sessions the following week. The poetry sessions during class time at Greenland Central School for the 5th and 6th graders went extremely well.

Spring Recess week featured the drop-in crafts, seed planting, and an evening presentation. The drop-in crafts included several different and challenging crafts. Eleven people attended the Mt. Kilimanjaro presentation led by Greenland resident Eve Fralick. Continuing monthly events ran as usual with expected attendance.

We are finalizing the 2016 Summer Reading Program. The theme is sports. Each level has its own tagline: *Exercise Your Mind* for adults, *Get in the Game* for teens and tweens, and *On Your Mark, Get Set... Read* for children. Planned events include a speaker from UNH: *When You Walk Do You Feel Like You're Dancing?*, a painting night for adults taught by Jody Mueller, a craft night open to adults and teens, "So You Think You Can Dance" nights for adults, families, and teens in July, craft weeks, a travelogue presented by Eve Fralick, movies, and an animal presentation, a science presentation, a dance party for children, and a sports party for children. It is a packed schedule. The Friends are sponsoring prizes for all ages.

Meetings, Workshops, and Events:

4/8 Great Stone Face Meeting: Susan MacDonald – Met with the group to finalize the 2016-17 list and to prepare for the May 2016 New Hampshire School Library Media Association Conference.

4/21 Poetry Play Session at Greenland Central School: Madeline Gielow – Ran two sessions of Poetry Play, one for the 5th graders and one for the 6th graders. Students who attended the library session the week before enthusiastically assisted, really enjoying the opportunity. The language arts teacher, Ashley Nason also appreciated the unit and projects presented.

4/29 Meeting with Consultant, Ron Lamarre: Denise Grimse and Susan MacDonald – Met with Ron to review the space needs and square footage numbers for the Planning Study.

Online Services:

Mango usage remains good with the mobile sessions being the predominant access point.

Universal Class saw a big increase in usage in April with the offering of additional courses. Statistics overview: 7 new registrations, 8 new courses, 40 student submissions for a total of 64 sessions. New courses attracted new users. April's new courses: Accounting & Bookkeeping 101 for Everyone, Aromatherapy 101, Criminology Basics, Healthy Relationships, Anatomy and Physiology 101, Resume Writing 101, Life Coaching 101, and Chakras 101. We promoted Cake Decorating 101 with mixed results. Several patrons went to the service to explore; others wanted a class in the library not online.

For comparison March 2016 statistics: 0 new registrations, 0 new courses, 0 student submissions for a total of 6 login sessions.

Collection Updates:

Jacqueline Wilson is cataloging the books in the local history cabinet.

Respectfully submitted,
Denise Grimse, Director