



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Trustees' Meeting Minutes Tuesday, August 23, 2016

Present: Director: D. Grimse; Trustees: D. Rockefeller, J. Dowling, M. McLaughlin, B. Henneberry, and Tricia Gray; Selectmen's Representative: Jim Rolston; Trustee Candidates: Stephanie Jaggars, and Karen Mason

Candidate for NH State Representative: Dennis Malloy

Absent: None

Meeting start time: 4:30pm

End Time: 5:58pm

1. Approve Minutes
 - a. June 14, 2016, approved as corrected.
2. Accept Donations
 - a. \$ 63.00 was accepted.
 - b. Wooden chairs from Hooksett Library were accepted.
3. Payroll Review
 - a. D. Rockefeller performed a payroll review. Trustees signed off on the payroll.
4. Sign Checks
 - a. D. Rockefeller signed checks.
5. Deposit
 - a. D. Rockefeller will make deposit.
6. NH State Representative Candidate for Greenland/Newington
 - a. Dennis Malloy
 - b. Introduced himself to Board, discussed experience and service.
7. Trustee Candidates
 - a. Stephanie Jaggars, and Karen Mason
 - i. Stephanie Jaggars: Introduced herself to Board, family involvement with Week's Library, and Greenland Central School

- ii. Karen Mason: Introduced herself to Board, former English teacher, and Clerk of Congregational UCC Church in Greenland
- 8. Friends' Meeting Reminder
 - a. Next meeting: Monday, September 12; 6:30pm at Library
 - b. D. Rockefeller will attend
- 9. Liaison's Report
 - a. Jim Rolston
 - b. Budget procedure for 2017
- 10. Transactions Review
 - a. Monthly transactions were reviewed and signed.
- 11. Director's Report
 - a. Discussion on summer events.
 - b. Question asked about email reminders for events, Book Bytes 2x per month (opt. In program), or for larger children events use GCS community email.
 - c. Circulation consistent decline:
 - i. Space related issues for books and other media.
 - ii. Library is lacking some "heavy" users that have used the library in the past.
 - iii. ILL included in report.
- 12. Suggestions:
 - a. *Warrior Cats* Comics.
 - i. Susan will order.
 - b. Cold Water Bubbler.
 - c. Add a party room and some special rooms.
 - d. Add a popcorn bar and free *slushie* dispenser, disco ball, and arcade.
 - e. Add more space so programs do not make Children's Room and adult laptops inaccessible.
 - f. Keep the library as it is.
- 13. Old Business
 - a. Maintenance Update
 - i. Reviewed Relco quote for school house lights.
 - 1. \$695.00
 - 2. Denise will schedule work to be done.
 - ii. New battery needed for FIRE EXIT light front door.
 - b. Copier Selection
 - i. Board reviewed spreadsheet with various 60 month lease options for copy machines.
 - ii. D. Grimse recommends *SHARP* due to single pass feeder maintenance issues, and scans to *Microsoft Word*.
 - 1. 3 more payments on current machine.

- 2. \$360.00 keep machine or can ship back.
- 3. Jim Rolston will check with Greenland Veterans about purchasing current copier.
- iii. Board approved D. Grimse recommendation on new copier.
- c. Right-to-Know Review
 - i. No emailing between Trustees
 - ii. Reply only to D. Grimse via email, not reply-all

14. New Business

- a. Director's Mileage Reimbursement
 - i. \$44.06 to Director.
 - ii. Approved and signed by Trustees.
- b. Workers' Compensation Claim
 - i. Staff member hurt, claim filed
 - 1. Light duty work, now on normal duties.
 - ii. No doctor visit.
 - iii. Mid-June, 2016.
- c. Annual Fire Protection System Inspection
 - i. Tri-State Fire Protection:
 - 1. 1 year contract: \$312.00
 - 2. Trustees discussed service from October 2015.
 - 3. Inspection due October 2016.
 - 4. Trustees approved
- d. Storage Unit Needed
 - i. (Portsmouth NH) Uncle Bob's Self Storage #520 Quote:
 - 1. 2 Benches: 1 Bench has Time Capsule
 - 2. Collections need climate controlled environment.
 - ii. No decision made on storage need
 - iii. D. Grimse will contact B. Gardner concerning time capsule.
- e. Portraits Appraisal
 - i. Paintings not on current insurance policy.
 - ii. Updated appraisal of paintings done August 4, 2016.
 - iii. Will submit to Town Administrator: Karen Anderson
- f. 2017 Budget
 - i. 2017 September 21, 2016 Due
 - ii. 1.75% salary increase for staff in 2017
 - iii. Increase Building Repair budget line: \$1500.00
 - iv. Property Maintenance: Needs for 2017
 - 1. Removal of ice melt barrel and stand
 - 2. Spring cleanup of leaves
 - 3. Weeding
 - 4. Mulch
 - 5. Lawn cutting and trimming
 - 6. Pothole filling
 - 7. Summer bush trimming
 - 8. Fall cleanup of leaves

- 9. Set-up of ice melt barrel and stand
- 10. D. Grimse waiting for response from P. Haydan
- v. Returns Box replacement:
 - 1. Quote \$3485.65 from TLS: The Library Store.com.
 - 2. 54"X24"W single drop.
 - 3. Includes cart for inside drop.
 - 4. Board will continue to consider this improvement.
- g. SAU 50 & Greenland Congregational Church Board Letters
 - i. Received letters from SAU 50, will review August 30, 2016 meeting

15. Building Issues

- a. Discussion about the need for tile floors to be stripped and waxed in Children's Room
 - i. Will not do this year
 - ii. Some tile damage: D. Grimse will seek repairs.
- b. Markers in driveway for snowplows damages.
- c. Storm window unattached - D. Rockefeller will attempt to repair.
- d. Back door handle damaged: Handle bar is loose.
 - i. Needs to be repaired
 - ii. D. Rockefeller will examine, Trustees approve repair if needed.
- e. Dehumidifier is getting hot - D. Grimse may need to replace.
 - i. Trish will look into extra dehumidifier at home.

16. Other items that come up after the posting of this agenda

- a. Reorganization of Board of Trustees
 - i. Chair: Marcia McLaughlin
 - ii. Treasurer: Dale Rockefeller
 - iii. Secretary: Jonathan Dowling
 - iv. Bette Henneberry will be resigning effective August 24, 2016.
 - 1. Karen Mason will replace B. Henneberry as Trustee
 - 2. Stephanie Jaggars will become Alternate Trustee
 - 3. J. Dowling will submit letter to Town Office

17. Next Meetings:

- a. Tuesday August 30, 2016
 - i. w/Architect
- b. Tuesday September 20, 2016
 - i. Monthly Meeting
- c. Tuesday October 11, 2016
 - i. Monthly Meeting

Respectfully submitted,
Jonathan Dowling, Secretary

Director's Report follows:

Weeks Public Library Director's Report August 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
May	2,754	3,093	-10.96%	35	20	452	145
June	3,490	3,926	-11.11%	22	31	358	562
July	3,496	4,089	-14.50%	33	26	205	256
Totals	22,860	24,872	-8.09%	207	218	2,044	2,066

	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	8	15	NA	0
May	173	134	193	178	1	8	NA	1
June	168	147	188	198	9	5	NA	5
July	179	162	216	220	14	11	NA	0
Totals	1,105	1,040	1,353	1,221	60	46	0	13

	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
May	18	7	1	0	0	1	1	18
June	23	7	1	1	0	3	5	15
July	9	10	1	6	0	6	5	12
Totals	143	173	8	57	6	15	79	68

Donations:

\$25 from the July deposit and \$38 from the August deposit for a total of \$63 in donations needs to be accepted. Also four wooden chairs from Southern New Hampshire University Shapiro Library obtained through Hooksett Public need to be accepted.

Events and Classes:

June: The last Lego building day for the 2015-16 school year ran at the beginning of the month. It will start up again in September and run only in the afternoon. There was no interest in the morning session.

The Summer Reading Program kicked off with Cow Day. Spritz aka Sparkle from Great Bay Farm on Newington Road visited the library and 184 people attended. Ice cream with chocolate syrup, rainbow sprinkles, and whipped cream was served. The butter making station was also available. This year the scavenger hunt featured pictures of cows scattered throughout the building. The prize for successfully completing the scavenger hunt was two Oreo cookies. The "Amazing Inventions" presentation by the NH Children's Museum in Dover was well attended with 22. Participants made an aluminum circuit to take home. Family story times ran through June 23.

We had a very successful paint night for adults. Seven masterpieces were created. Supplies including table easels were provided by the instructor. Classic movie night remains popular. Cribbage nights and Friday Morning Group meetings continue to draw attendees. A small group attended the UNH lecture, "When You Walk Do You Feel Like You're Dancing?" and learned how music stimulates the body to move in ways that naturally relieve pain. Two sessions of Create & Connect ran in June before the summer concert series began.

Several teens/tweens are tracking their summer reading and library activities on the bingo sheets and selecting prizes. The movie and pizza night was well attended with nine tweens/teens attending. The \$5 gift card raffle took place.

July: Drop-in Craft week was quiet. It was a short week with the holiday on Monday so we kept crafts out for Saturday.

Three Tuesday programs ran for grades K-4. Two were created by staff and the third was run by the Squam Lakes Science Center. Twenty-one attended the animal athletes program presented by Squam Lakes Science Center with lower than expected attendance at the two programs created by staff.

Family story time started up for the summer after the July 4th holiday. Several new family groups attended.

A very successful 4H babysitting course for grades 6 and up was added to the July schedule and ran for four two-hour sessions. Madeline Gielow taught the class after attending the June training session in Stratham. As part of the course she coordinated visits with Greenland Police and a Child Development professional from Families First. The Game Night for grades 5 and up featured pizza and board games. Only one teen showed up.

The "So You Think You Can Dance" nights were a bust. No one attended any of the nights. Only one session of Create & Connect, the new fiber arts group, ran in July. It was the same night as a concert on the Green and only one person attended. Classic Movie night, Cribbage Nights, and the Friday Morning Group met in July with good attendance. The monthly book discussion was not well attended. Only three people came to discuss the nonfiction book, The Lost City of Z: A Tale of Deadly Obsession in the Amazon by David Grann.

Museum Passes:

The Prescott Park buttons are available for residents again this year. The Greenland Women's Club sponsors six buttons so adults may attend the concerts and musical for free. This year's musical is "The Little Mermaid" and runs on Thursdays through Sundays in June, July and August.

Meetings and Workshops:

6/6 Service Animals in Public Libraries: Denise Grimse – Attended this workshop at the Hooksett Public Library. Attorney Francesca Broderick from the Disability Rights Center and Mary Searles from the NH State Law Library presented the session. Learned about the laws

and what we should expect of service animals and their handlers. Only dogs and miniature horses are ADA approved service animals.

6/14 4-H Babysitting Training: Madeline Gielow – Attended the babysitting training for trainers session offered at the Wiggin Memorial Library. Gleaned tips from the Wiggins class to plan and schedule a training session consisting of four two-hour sessions for grades 6 and up here at the Weeks Public Library.

6/18 Trustees Orientation at the Hooksett Public Library: Trustee Marcia McLaughlin attended this Saturday workshop offered by the NHLTA. This was a really helpful orientation to attend.

6/20 Greenland School Board Meeting: Trustees Marcia McLaughlin and Dale Rockefeller – Met with the School Board to discuss parking.

6/22 Instagram: Elaine Molluer – Attended this computer class at Portsmouth Public Library. Learned how to use Instagram and learned it is being used by libraries to connect with patrons.

Collection and Services:

Intense weeding is happening in the adult fiction and nonfiction collections along with ordering updated editions and replacement copies.

AudiobookSYNC is a free summer audiobook program from AudioFile Magazine for teens 13+ that gives away two paired audiobook downloads a week. The service uses the OverDrive app. The books do not expire nor need to be returned. Information is posted in the library and on the website.

Building Maintenance:

Internet service went down in June. Comcast installed a new cable from the box to the building and provided us with a newer modem. The modem was last changed in 2012.

Respectfully submitted,
Denise Grimse, Director