



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 Children's Room at the Library Tuesday, October 11, 2016

Present: Director Denise Grimse. Trustees: Marcia McLaughlin (chair), Trish Gray, Dale Rockefeller (treasurer), and Karen Mason (secretary pro temp). Alternate Trustee: Stephanie Jaggars. Selectmen's Liaison: Jim Rolston.

Absent: Jonathan Dowling, Trustee.

Meeting start time: M. McLaughlin began the meeting at 4:32 p.m.

1. Approve Minutes – Minutes of 20 September approved as corrected.
2. Accept Donations – \$12.00 was accepted.
3. Payroll Review – D. Rockefeller performed a payroll review. Trustees signed off on payroll.
4. Sign Checks – D. Rockefeller signed checks.
5. Deposit – D. Rockefeller will make a deposit.
6. Friends' Meeting Monday, November 14 – K. Mason will attend November Friends' Meeting. She attended the brief October 3 meeting which finalized plans for fund raisers in October and November.
7. Liaison's Report – J. Rolston reported that the Board of Selectmen reviewed and discussed WPL building plans. The Board would like to be apprised of time line for the library expansion in order to provide continuous support for the building project.
8. Transactions Review – Monthly transactions reviewed and signed.
9. Director's Report – D. Grimse elaborated on these three things: (1) The fundraiser at Nik & Charlie's on 18 October begins at 5:30 pm (not 5:00 pm). (2) Coupons, available at the door, are needed in order for the Friends to be able to track orders. (3) The theme for the 2017 summer reading program is "Building and Construction."
10. Suggestions and comments:
 - A. *Get Superspeed WiFi*. Patrons noticed connectivity issues. D. Grimse wonders if this was a result of the new copier, installed in the previous week, which also connects to the WiFi. The Director will explore options and report in November: public & private lines, bundling, whether or not upgrading to faster connections resolves issue.
 - B. *Collect legos*. D. Grimse will determine if there is a true need for more legos. If so, T. Gray volunteers to run a "donations needed" posting in her FB account.
 - C. *Continue Be-tween Time*. D. Grimse says that there is interest in the Thursday afternoon program despite low attendance currently (due primarily to competition with sports programs).
 - D. *Books on exotic cat breeds*. A collection of books on dog breeds already exists.
 - E. *"You charge 15 cents, others charge 10 cents. Think about it."* Trustees voted to leave the 15-cent copier charge in place because it was not seen as an excessive cost.

F. *More kid-friendly comics.*

G. *Add thank you for visiting and “the money you have saved this year by using the library” to receipts.* Since the WPL does not have the ability to write more than the library’s name and location on receipts, it was suggested that this be added: “Thank you for using the library.”
COMMENT written on a donation: “The Weeks Library was a great resource to our family when we were raising three young children and money was tight. Happy to support the work you all do with this donation to the Friends.”

11. Old Business

- a. Maintenance Projects Update – tiles and school lights.
 - Downstairs tiles still need to be repaired.
 - Upstairs fluorescent school lights. Jonathan Dowling and his father-in-law worked with the light above Circ Desk, but it seems that the ballast is not functioning. Four lights have been repaired already. AGREED: Trustees voted unanimously to have the remaining four school lights repaired.
- b. Copier Update – old copier sent back, new one is in its place.
 - As noted in 10 A. There are issues with Internet speed. The new copier, installed October 3, may contribute to overload of the Comcast system. D. Grimse will explore options.
- c. CIP Meetings Update – The September 29 meeting was cancelled due to lack of participation by other Town departments.
- d. Building Project Update – Lavallee Brensinger Architect’s proposal for the next phase of the building project was discussed. AGREED: Trustees voted to present the architect’s proposal to the next meeting of the Selectmen. DIRECTOR will contact LBA to make sure that their representative is able to attend a meeting of the Selectmen, held every other Monday, beginning October 17, then 31st, etc. TRUSTEE T. Gray will keep the School Board informed of building time line and progress. She will also research former building proposals and Town records for plans of the WPL. The basement to the WPL was dug in 1979. The Trustees have building design plans from the failed 2006 warrant article.
- e. Personnel Policy Revision – AGREED: Unanimous vote to accept the change in status of the Assistant Director from exempt to non-exempt per the new FLSA rules effective December 1, 2016 to allow for overtime pay. AT NOV MEETING: Trustees will sign the updated personnel policy, to be effective December 1, 2016.

12. New Business

- a. Director’s Mileage Reimbursement – Director to be reimbursed \$44.06.
- b. Snow Removal Contract – Unanimous vote to accept contract with Birse’s Property Maintenance.
- c. Database Renewals – Director advised for renewal of Downloadable Books and Heritage Quest, but not Ancestry. Ancestry must be used at the library and is therefore a less flexible program for patrons.
- d. Other items that come up after the posting of this agenda. (None.)

13. Building Issues – 1) D. Rockefeller repaired float valve on toilet. (2) UNITIL installed an underground gas shutoff valve.

14. Next Meeting: November 8, 4:30 p.m.

15. Meeting adjourned: 5:37 p.m.

Respectfully submitted, Karen Mason

Director’s Report follows:

Weeks Public Library Director's Report October 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
August	3,553	3,656	-2.82%	26	20	154	165
September	3,089	3,096	-0.23%	30	25	292	250
Totals	29,502	31,624	-6.71%	263	263	2,490	2,481

	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
August	145	154	175	206	13	1	NA	0
September	152	121	140	163	4	3	NA	0
Totals	1,402	1,315	1,668	1,590	77	50	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
August	17	3	1	5	0	4	2	2
September	33	8	5	0	0	1	5	1
Totals	193	184	14	62	6	20	86	71

Donations:

\$12 in donations needs to be accepted.

Events and Classes:

Eight adults finished the Adult Summer Reading Program. Eve Fralick won the \$50 Portsmouth Ala Carte gift card provided by the Friends. Seven other participants chose a prize from the collection of donations and vendor premiums.

September statistics include two class visits to book talk selected books to the 5th and 6th graders at Greenland Central School.

Attendance at September programs was mixed. Craft week was low, only 21. The new tween/teen Be-tween Time program ran three times with attendance of 6, 11, and 2. The adult book discussion was low, only three. Book Buzz for 3rd & 4th graders was only two. Other events had more normal attendance.

October events include the Friends' Nik & Charlie's Fundraiser on Tuesday, October 18 from 5:30 – 7:30 p.m. and the annual Halloween party sponsored by the Friends for Children on Thursday, October 27 from 2:30 – 4:00 p.m. Other events: the Forensic Science Roadshow, a painting night for adults, the My Voice Matters training session, a Monster Mash Halloween event for 3rd & 4th graders, a Halloween craft week, and the regular monthly events. Be-tween Time continues on most Thursdays except for the day of the Halloween Party. Halloween activities are planned for one of the Thursday Be-tween Time sessions.

Meetings and Workshops:

9/12 Book Talks at Greenland Central School: Susan MacDonald – Visited the 5th and 6th grade classes and presented new and upcoming books that she felt are great books for that age.

9/16 GSF(Great Stone Face) Meeting in Bedford Public Library in Bedford: Susan MacDonald – The Great Stone Face committee met for the first time this school year. They will be selecting the titles for the 2017-18 school year and preparing for the spring conference presentation.

Each member brings new books for review to start forming the new GSF list. This is a state-wide reading list for grades four through six.

9/22 YALS (Young Adult Librarians) Fall Conference at the Local Government Center in Concord: Madeline Gielow – The day was broken up into several sessions. She learned about the Dollar General Grant to purchase equipment for programs that support reluctant readers and creativity. Passive programming ideas were shared. Ideas included movies, gaming nights, and coloring pages. Other programming ideas included book groups, yoga, art projects, cupcake challenges, candy sushi, and STEM/STEAM activities. Interestingly, the focus of the programs is directed toward students in grades 5-8, the age group served by most libraries including here, not teens (high school students). A great handout with a number of ideas was provided. A Committee then presented book talks on the current list of Isinglass books. Hearing about each book helps to promote them to tweens and teens. Speaker Ellen Oh, a Young Adult writer, spoke on the need for diversity in the books we own. The final presentation was on using teen volunteers.

9/23 READS (Reference and Adult Services) Fall Conference at Hooksett Public Library in Hooksett: Denise Grimse – The conference schedule included five sessions: a presentation on suggested settings for the new EBSCO database interface; Is That Legal: legal reference question tips; Be Aware and Connect with Care: Keeping data and computers secure for patrons and staff; EngAGE Older Adults: adult programming ideas; and "I Need a Good Book!" - Readers' Advisory on the Fly. The last presentation was not about Readers' Advisory but instead about ideas for adult book talks and book discussion groups.

9/27 CLOS (Children's Librarians of the Seacoast) Meeting at Rye Public Library in Rye: Susan MacDonald and Madeline Gielow –From Susan: Everyone shared the results of their Summer Reading Program. They talked about the performers they hired and how those performers worked out. Also talked about how the summer reading programs were structured. Everyone does it a little different. New ideas are helpful. Everyone brought a new picture book to share. New program ideas and upcoming events were shared. It was a lively exchange of ideas. From Madeline: A Summer Reading idea worth trying was to have a raffle for the prizes. A program idea worth trying is a group project that stays in the library, "Team Art". Very popular graphic novels were shared along with resource ideas for book groups. It is very helpful to hear about resources, program ideas, new books, and opportunities for our patrons. The next meeting is in January at Lane Memorial in Hampton. The topic will be Successful Teen Programming.

September Building Maintenance:

Trustee Jonathan Dowling changed the light bulb in the stairway. With the assistance of his father-in-law, he changed the light bulbs in the schoolhouse light nearest the back door. They also obtained light bulb information from the driveway floodlight so that a new bulb could be purchased.

Respectfully submitted,
Denise Grimse, Director