



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Children's Room at the Library Tuesday, November 8, 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 4:30 p.m.

1. Approve Minutes – Minutes of 11 October approved as corrected.
2. Accept Donations – \$82.00 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, December 12 – D. Rockefeller will attend 12 December Friends' Meeting. (M. McLaughlin will attend 14 November meeting.)
7. Liaison's Report – J. Rolston reported that the Board of Selectmen discussed budget items and that there is no change to the way healthcare costs are managed – employer/employee contributions remain the same.
8. Transactions Review – Monthly transactions reviewed and signed.
9. Director's Report – (1) Anecdotal report RE: WPL Friends' Nik and Charlie fundraiser: How does this year compare with previous years? D. Grimse to research. (2) Numerical report RE: Digital means of lending is up. Are people satisfied with the digital loans process? Generally, yes. Room for improvement, ie, increase length of loan. FYI: WPL is billed based on usage.
10. Suggestions and comments: D. Grimse acknowledged that the current need for magazine racks for children's books and teen magazines will continue until a new library is built.
11. Old Business
 - a. Sharp Copier Insurance – D. Grimse and K. Anderson (Town administrator) are working on insurance for the new copier. Leaf is the lease agent. Primex was contacted on 10/31. The copier will be covered at \$12.05/month through Leaf's insurance center if property liability certificates are not obtained.
 - b. Maintenance Projects Update – (1) D. Rockefeller will replace exterior driveway light. The bulb is purchased. (2) Another strip light needs repairs. (3) Waiting on word from the tile installer. (4) Fire system inspected and approved. Tri State Fire is the group used. They are changing fee structure, sometimes without proper notification. Perhaps, WPL will return to Burns. (5) D. Pica working on shelves.

- c. CIP Meeting Update – M. McLaughlin to attend 11/10/16 meeting at 5:00 p.m.
- d. Personnel Policy Revision – Trustees signed document to approve implementation beginning 12/1/2016. Copies of policy revision distributed to all trustees for binders.
- e. Building Project Update and Review of October 17 BOS Meeting – At 10/17 BOS meeting, WPL received green light to proceed with Phase 2 of library expansion. M. McLaughlin to speak with K. Anderson regarding a meeting with Town attorney about title and deed to WPL property.

12. New Business

- a. 2017 Capital Reserve Fund Warrant Article – On 11/8 Trustees approved an amount for the warrant article of \$50,000. M. McLaughlin to speak with K. Anderson regarding timing of warrant article and how best to move forward with proper authority.
- b. 2017 Health Insurance Rates – D. Grimse distributed a copy of “HealthTrust” the health insurance plan in use at WPL. She noted an increase of 5.3% in employer contribution.
- c. Updated 2017 Budget – D. Grimse distributed updated versions of WPL Budget. Trustees approved the budget showing a 2.25% across-the-board increase in pay rate for staff.
- d. Director Reimbursement for Program Supplies – D. Grimse to be reimbursed for charges incurred on combined order for Friends and WPL, orders she makes to obtain free shipping.
- e. NHLA Trustees Workshop Review – M. McLaughlin distributed two pages of notes she took at a meeting at Hooksett Library on 10/22. She recommended: (1) Consult with Dennis Malloy, RE: fundraising. (2) Establish a foundation now to gain advantage of 503c status. (3) Start thinking “WPL brand”.
- f. Other items that come up after the posting of this agenda – D. Grimse reported that Wiggan Library in Stratham has double-faced metal shelves, 76” tall, that they’d like to re-gift and WPL could use. (2) K. Mason brought information RE: WPL Benefit Night at Flatbread Pizza. She will reserve Tuesday 7 March, 5:00 – 9:00 p.m. at Flatbread, and follow up with details to Trustees. (3) K. Mason will arrange for a brief presentation of building plan information to the church council at Community Congregational Church in Greenland on November 9 at 7:00 p.m.

13. Budget Meetings Schedule – (1) Presentation to School Board on 21 November at 6:00 p.m. D. Grimse to email board members the study. Purpose of meeting: To provide School Board with an update RE: WPL building process and ask if they have any issues Library should address or consider. (2) Trustees to begin discussion of logistics RE: Phase 2 on 29 November at 5:00 p.m. Subsequent planning meetings will include Butch Ricci, Leonard Schaub, Dennis Malloy, and Mark Fodero. (On 11/9 D. Grimse was able to confirm availability of Ron Lamarre on 21 & 29 November.)

14. Building Issues – The torrential rain the last weekend of October resulted in water downstairs at the back door, due in part to the downspout that needed to be properly directed and the shallow drain at the base of the outside stairs.

15. Next Meeting: Tuesday 13 December, 4:30 p.m.

Adjourned: 5:54 p.m.

Respectfully submitted,
Karen Mason, secretary pro temp

Director’s Report follows:

Weeks Public Library Director's Report

November 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
October	2,962	3,264	-9.25%	29	29	223	276
Totals	32,464	34,888	-6.95%	292	292	2,713	2,757

	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
October	189	157	165	163	16	5	NA	0
Totals	1,591	1,472	1,833	1,753	93	55	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
October	28	0	0	1	0	8	10	2
Totals	221	184	14	63	6	28	96	73

Donations:

\$82 in donations needs to be accepted.

Events and Classes:

It was another month of mixed attendance. The Forensic Science Roadshow was lightly attended. It was a small group of seven very inquisitive attendees. Create and Connect continues to be lightly attended with only three each night. The Friends' Nik & Charlie's Fundraiser was also quiet. Only one student participated in the special program for grades 3 & 4, Monster Mash. The My Voice Matters training session and the monthly adult book discussion were canceled; low registration for the former and several conflicts on the night of the latter. Be-tween Time for grades 5 and up met three times in October. Low attendance at two and no one came to the third. The four days of Halloween crafts went well with 32 attending. Family Story Times met for three sessions for a total of 50. The annual Halloween party sponsored by the Friends for children was a little lighter than usual, with 42. The classic movie night and the painting night for adults each had ten people attend, expected attendances Cribbage nights and Friday Morning Group sessions remain popular.

November events include the Friends fundraiser at Country View Restaurant the week of November 14-19th. Grab a coupon to help track your order. NaNoWriMo time is scheduled for Tuesday mornings in November to provide would-be authors support during National Novel Writing Month (NaNoWriMo). Grades 5 and up will also have a fun writing project on Thursday, November 3 during Be-tween Time. Lego Building day is scheduled and Family Story Times begin again after the short break. A Pokemon Scavenger Hunt is planned for the week of the 14th, drop-in Thanksgiving crafts are scheduled for the following week along with classic movie night. The monthly Wednesday special event is a "Fantastic Beasts and Where to Find Them" party to celebrate the movie coming to the theaters. Book discussions for grades 3 & 4, grades 5 and up, and adults are also on the calendar. There are two adult lectures scheduled, Holistic Healing and Hiking the American West – Part 1. Part 2 is scheduled for early December. Cribbage nights and Friday Morning Group sessions complete the very full November schedule.

The library will be closed on Friday, November 11, will close at 2:00 p.m. on Wednesday, November 23 and will be closed on Thanksgiving Day.

Meetings and Workshops:

10/3 Friends of the Library Meeting: Denise Grimse and Trustee Karen Mason – I presented year-to-date library statistics and upcoming events. I also requested funds for shelving and Friends sponsored events in October and December. Fundraiser posters were distributed and membership and book sale money were turned in. The group also reviewed their 2017 programming plans, the bulb sale and mums fundraisers, and finalized items for the Nik & Charlie's Pizzeria Night fundraiser.

10/21 GSF (Great Stone Face) Meeting at Wiggin Memorial Library in Stratham: Susan MacDonald – The committee discussed the need to review the criteria used in selecting books for the list. Assignments were handed out so that the group had options to consider at the November meeting.

10/28 SAL (Seacoast Area Libraries) Meeting at Newmarket Public Library: Denise Grimse – The group reviewed details of the January storytellers series. Also discussed the 2017 budget and the SAL website and Facebook page.

October Building Maintenance:

Fire Protection System Annual Inspection – everything passed.

Pest Control – second visit of the year.

Furnace Repair – clogged tubes prevented the high heat switch to make. The furnace is now working properly.

Respectfully submitted,
Denise Grimse, Director