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, January 10, 2017

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

Meeting start time: 4:35 p.m. End time: 5:55 p.m.

1. Trustee Secretary Change. Jonathan Dowling asked to be relieved of duties as secretary, due to his increasing responsibilities at work. The Director asked Karen Mason if she would serve as secretary and she agreed. The change was approved.

2. Minutes from trustee meeting of December 13 accepted with two changes in wording to clarify meaning. First change, point 2 to read: "(a) Monthly donations of $18.00 accepted, also donation of $500.00 from Bourassa Golf Tournament to Weeks Public Library accepted. (b) The donation of $500.00 will be deposited into Building Fund 2, a money market account." Second change, point 12(a). Replace "printer" with "new multi-functional copier" in first sentence so that the sentence reads, "Not all computers interface with new multi-functional copier."

3. Stephanie moved to accept donations. Motion passed.

4. Trustees reviewed and signed payroll.

5. Marcia to sign checks at end of meeting.

6. Marcia will make cash deposit.

7. Karen will attend February 13 meeting of the Friends.

8. There was no Liaison's Report.

9. Review of monthly Transactions. In reviewing her own work for 2016, Elaine Molleur, the WPL bookkeeper, realized she had not made necessary changes in bookkeeping relating to payments to the NH Retirement System and took appropriate action to correct the error. (See transactions on 12/30/2016 and 12/31/2016, checks #3316, #3302, and #3304.)

10. Director's Report reviewed and discussed.

11. There were five suggestions: (1) Get hot chocolate. (2) Get The Saw horror movies. (3) Have an art gallery. (4) Have a party room so people can have parties at the library. (5) Kids' mystery day.

12. Old Business
    a. Shelving Unit from Stratham – No space available for shelves. They were not accepted.
    b. Sharp Copier Insurance – Denise worked directly with Primex to arrange insurance.
    c. Computer Issues Update – Denise resolved networking issues, but not Comcast issues.
    d. Maintenance Updates – Tile issue unresolved. Inspection of fire extinguishers completed.
    e. 2017 CRF Warrant Article – No news from Selectmen's Liaison.

f. Building Project Updates – Denise distributed minutes from October 17 meeting of Board of Selectmen. Upcoming February 14 Trustees Meeting – Ron Lamarre of the architectural firm is scheduled to attend.

13. New Business
    a. Building Project Phase 2 Invoices – Denise questioned being billed for computer time. The architectural firm will route WPL a revised invoice without the $196 for computer time. Invoices approved for payment when corrected invoice is received.
    b. NHRS Audit – WPL was audited in December and found to be in compliance.
    c. Town Report due January 26.
    d. Trustee Candidates Filing Dates: January 25 – February 3, 2017 – Jonathan Dowling will fill a three-year term. Trish Gray will fill a one-year term, as will Karen Mason.
    e. Holiday Staffing – discussed.
    f. Other items that come up after the posting of this agenda. During the meeting it was decided that a separate meeting – when more trustees could be present – should be held to discuss matters related to the Library Building Project, including formation of separate committees for building and fundraising, as well as discussion of the fundraiser to be held on March 7 at Flatbread. Denise will email trustees about this meeting, proposed for Tuesday, January 24 at 5:00 p.m.

14. Budget Meetings – There are three meetings of note:
    January 11 – Town and School Budgets are presented at a public hearing.
    January 18 – Final recommendations presented.
    February 4 – Town deliberative meeting.

15. Building Issues – The front door closure is broken. Dale is working on this.

16. Next Meetings – Extra meeting for January and regular monthly meeting in February.
    January 24, 5:00 p.m. – extra meeting to discuss building project.
    February 14, 4:30 p.m. – regular trustee meeting. Ron Lamarre to attend.

Respectfully submitted,
Karen Mason
Secretary

Director's Report follows:

Weeks Public Library Director's Report
January 2017

	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
November	2,728	2,912	-6.32%	30	21	156	264
December	2,850	2,963	-3.81%	29	19	235	212
Totals	**38,042**	**40,763**	**-6.68%**	**351**	**332**	**3,104**	**3,233**

	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	127	140	148	4	3	NA	0
October	189	157	165	163	16	5	NA	0
November	172	139	161	153	6	11	NA	0
December	128	160	153	148	5	5	NA	0
Totals	**1,891**	**1,777**	**2,147**	**2,039**	**104**	**71**	**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	6	1
April	23	32	1	3	0	3	64	19
May	18	7	1	0	0	1	2	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
November	55	0	2	1	0	13	52	23
December	59	0	3	1	2	10	78	4
Totals	**335**	**184**	**19**	**65**	**8**	**51**	**233**	**100**

Statistics note: Monthly 2015 statistics are corrected for typos in reporting 2015 September Audiobooks and eBooks. Monthly 2016 statistics are corrected for November Mango, and March and May Universal Class after reviewing annual statistics for each service.

Donations:
$1,062: $1,000 for the Building Fund: $500 from Barbara Fitzgerald and $500 from the Allayne and Douglas Wick Foundation in memory of Adele Wick; $2.00 for the Building Fund Checking Account; and $60 in monthly donations.

Events and Classes:
December events went well. Everyone enjoyed the holiday refreshments provided by the Friends. It made for a very festive month. Several people attended Hiking the American West part two and the Friday afternoon movies. The gingerbread Holiday party was a success and the group gingerbread house project became the center piece for the holiday refreshments. The holiday drop-in craft week went well and the Between-time session that featured the craft was a big hit. The book discussion session was not well attended.

A new event begins in January. American Mah Jongg, led by a local resident will run on Tuesday mornings at 10:30 a.m.

Online Services:
Ancestry LE is no longer available to Greenland residents. It was not renewed for 2017. OverDrive is phasing out the eMagazines collection available through Nook Periodicals. Many titles will disappear in January and the remaining titles will disappear in March. The new format has not been announced.

Collection News:
We’re adding the New Hampshire Union Leader newspaper. The subscription starts in January. We now subscribe to Foster’s Daily Democrat, the Portsmouth Herald, and the

New Hampshire Union Leader. The New Hampshire Business Review is dropped off by a local resident.

December Building Maintenance:
Trustee Dale Rockefeller rewired the table lamp.

Respectfully submitted,
Denise Grimse, Director