

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, March 16, 2017

Present: Director, D. Grimse; Trustees: D. Rockefeller, J. Dowling, M. McLaughlin; Selectmen's Liaison, Jim Rolston; Leonard Schwab; Ron Lamarre by phone
Absent: Trustees: Karen Mason, Trish Gray; Alternate Trustee: Stephanie Jaggars
Meeting start time: 4:35 p.m. Adjourn time: 6:10 p.m.

1. Approved minutes of March 3, 2017, as written.
2. Donations of \$19 were accepted.
3. D. Rockefeller performed a payroll review. Three trustees signed off on the payroll.
4. D. Rockefeller will sign checks and will make the deposit.
5. Friends meeting: M. McLaughlin will attend April 10, 2017, at 6:30 p.m.
6. J. Rolston, Selectmen's liaison, recommended the Trustees postpone the planned presentation to the Selectmen of materials regarding the addition to the Library until after the election; thereby, the newly elected selectmen will be aware of the Trustees plans. Trustees agreed and will plan to meet with the Selectmen at their April 3, 2017, meeting.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed.
9. D. Grimse shared suggestions
10. Old business:
 - a. Reviewed K. Mason's report on the Flatbread fundraiser.
11. New business:
 - a. Bank account signers will be updated after the election on March 21, 2017.
 - b. N.H. Library Trustees Conference-information was handed out and Denise asked to be notified if anyone was planning to attend.
14. Building issues:
 - a. Potholes, many, in driveway to be repaired after the snow melts.
 - b. The bottom step in front has dropped, leaving a gap. This will be addressed after the ground thaws.
 - c. A strip light is out periodically. D. Grimse waiting before calling Kohlase.
 - d. The ramp needs repainting. Will be done when the weather warms.

15. Meeting with Ron Lamarre, who phoned in:

- Next steps:

- Meet with Selectmen, request April 3, 2017, about 15-20 minutes to present.
- R. Lamarre will work on corrections to draft flyer and concept drawings as well as measure for and add the parking lot to the site plan prior to meeting Selectmen.
- After the meeting with the Selectmen R. Lamarre is to talk with Bauen Corporation (he has worked with them previously) about providing an estimate on construction cost.
- The town building inspector needs to be consulted about lot setbacks. J. Rolston offered to contact him.
- D. Grimse to talk to town administrator about payment for mailing the flyer.

16. Future meetings - Tuesday, April 11, 2017, 4:30 p.m.

Respectfully submitted,
M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report March 2017

	Circulation		Change	Number of Events		Event Attendance	
	2017	2016		2017	2016	2017	2016
January	3,127	3,091	1.16%	36	28	333	259
February	2,853	3,228	-11.62%	33	26	279	302
Totals	5,980	6,319	-5.36%	69	54	612	561

	Downloadable Books					
	Audiobooks		eBooks		Digital Magazines	
	2017	2016	2017	2016	2017	2016
January	163	154	186	199	3	14
February	152	128	153	181	7	11
Totals	315	282	339	380	10	25

	Mango Languages		Heritage Quest		Universal Class	
	2017	2016	2017	2016	2017	2016
January	67	7	1	0	5	2
February	73	22	13	2	28	2
Totals	140	29	14	2	33	4

Donations: \$19 needs to be accepted.

Events and Classes

Note: we were closed for two days due to major snow storms and had a few slow days due to inclement weather. Several programs were canceled, one was moved. Programs and circulation are affected when we are closed and residents don't want to travel.

Highlights:

Babysitting for grades 6 and up ended in February and all 11 students graduated.
 Eleven First and Second Graders attended the last session of Crazy Eights Math Club.
 The Mah Jongg group continues to learn the game and new people have joined them.
 Classic Movie Night featured the 1942 Academy Award winning motion picture, "How Green Was My Valley". Fourteen people attended.
 February included an Early Release event, the Chinese New Year Party. Twenty attended.
 The Valentine's Party sponsored by the Friends had an attendance of 19.
 Susan MacDonald visited the school on four days for Literary Lunch. She read Pugs of the Frozen North by Philip Reeve, one of the 2016-17 Great Stone Face titles.
 The Tropical Craft Night for adults was moved due to the snow storm. Six adults made lemon scented sugar scrub on a warm February evening.
 Drop-in Craft Weeks continue to be popular. The Valentines' Week only ran for four days with 18 participating. The Winter Vacation Craft Week only ran for two days in February with ten attending. Grandparents caring for grandchildren and others really appreciate that an activity was

available during vacation week. The Winter Vacation Craft week continues for three days in March.

Staff Meetings and Workshops:

2/16 Intermediate Excel at Portsmouth Public Library: Margaret Mooers: Attended the class and learned more about the various functions available through Excel.

2/23 3D Printer Training at Hooksett Public Library: Jacqueline Wilson attended a training session for the 3D printers purchased by the State Library. She came back with two printed items. Other staff members will attend sessions in March.

Annual Reports:

The Annual State Report was completed and submitted. The Workers' Compensation Audit will be submitted in March. Several issues arose while trying to utilize their online program.

Building:

Birse's Property Maintenance re-secured the boards at the bottom of the ramp taken out by the snow plows.

Respectfully submitted,
Denise Grimse, Director