



# WEEKS PUBLIC LIBRARY

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## Trustees' Meeting Minutes Children's Room at the Library Tuesday, May 2, 2017

Present: Director, Denise Grimse; Trustees: Marcia McLaughlin (chair), Stephanie Jaggars, Dale Rockefeller, Karen Mason (secretary); Building Committee: Leonard Schwab, Craig McLaughlin.  
Absent: Jonathan Dowling, Trustee and Jim Rolston, Selectmen's Liaison, Trisha Gray, Building Committee.

Meeting start time: 4:35 p.m.

Adjourn time: 7:25 p.m.

1. Minutes of April 11 accepted with two additions:
  - a. To #12 "Denise shared suggestions and comments" add "regarding the expansion plans: Add cornerstones to match main library; Many positive comments; When is the expansion happening?"
  - b. To #13 "2017 Pay Increases – Board approved implementing raises" add "as budgeted effective March 12, 2017."
2. Accepted donations of \$8.00 also \$62.00 received from copier and faxes.
3. Dale performed a payroll review. Three trustees signed off on payroll.
4. Dale signed checks and will make the deposit of \$70.00.
5. Next Friends' Meeting is the Annual Dinner at Nik & Charlie's, held on Monday, June 12 at 6:00 pm. This is not a fundraiser.
6. No Selectmen's Liaison Report.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed.
9. Denise shared suggestions and comments that dealt with current library programs.  
Bigger kids' section with more nonfiction.  
Have Harry Potter parties.  
Make library bigger.  
Have a day to celebrate when library opened and play games. ACTION: In response to this suggestion, Denise and staff are organizing Dedication Day for May 19 because the library was dedicated on May 19, 1898. The event will be called, "Dedication Day: Serving Greenland for 119 Years."
10. Old Business.
  - a. Two Technology Projects. (1) Denise should have Google Chromebook working soon. There have been ongoing problems since 2014. The advantage to the library and our patrons who are students or teachers is that G.Chromebooks are used by the school's system. The disadvantage is that G.Chromebooks aren't compatible with Microsoft Word. (2) The new library website has a minor glitch on the administrator's end that will soon be resolved: the old link won't "disappear."
11. New Business.
  - a. Credit Card Use Error. Denise explained the reason behind a purchase and cancellation that will show up on the next statement.

- b. Resignation. Jacqueline Wilson, the library assistant cataloger, is resigning effective June 17. She is entitled to 5.5 hours of paid vacation time. Denise will advertise.
- c. Procedure Changes. Motion: People who attend library meetings should receive the minutes from that meeting. Discussion. Dale moved to accept the motion. Stephanie seconded. Motion carried.
- d. Trustees' Binders Policies and Manuals. Denise distributed pages for inclusion in Trustee Binder. She noted the following needs updating: technology plan; safety policy; workplace violence.
- e. Obsolete and Aging Equipment.
  - The DVD cleaning machine is obsolete.
  - The main staff computer needs replacing.
- f. Free used furniture was received: a task chair (no arms).
- g. Building Issues. These need replacing: emergency light, strip light. Denise can remove red flags placed by Unitil.
- h. Two Items of Other New Business.
  - The Girl Scouts asked to be permitted to do a project for the library to fulfill a scout service project. The following projects were suggested: plant flowers, make ornamental tile for garden, make quilt blocks for display.
  - Update Dale's phone number on file.

12. Library Expansion Project

- a. Denise submitted all Lavallee Brensinger invoices to the Trustees of the Trust Funds.
- b. Denise circulated a half-sheet of "Concept Plans Suggestions and Questions" for discussion.
- c. Informational Flyers Updates. Lavallee Brensinger will supply legal-size flyers for upcoming group meetings to discuss library expansion.
- d. Trustees' Presentations to Greenland Groups. Schedule of meetings and presenters discussed.
- e. Building Committee includes Leonard Schwab, Craig McLaughlin, and Trisha Gray. Butch Ricci has expressed interest but is currently unavailable. Dale Rockefeller will be Trustee Liaison to the Building Committee. Discussion of the draft created by Karen and circulated prior to the meeting was discussed. The agreed-upon version follows these minutes. [See addendum.]
- f. Fundraising, Bonds, Gifts in Kind. Marcia asked Karen to be the Trustee Liaison to Fundraising. Karen will report at the June 6 monthly meeting.

13. Staff Vacations.

Denise advised of upcoming staff vacations.

14. Next Meeting: Tuesday, June 6, 4:30 p.m.

Respectfully submitted,  
Karen Mason, secretary

Director's report follows:

## Weeks Public Library Director's Report May 2017

	Circulation		Change	Number of Events		Event Attendance	
	2017	2016		2017	2016	2017	2016
<b>January</b>	3,127	3,091	1.16%	36	28	333	259
<b>February</b>	2,853	3,228	-11.62%	33	26	279	302
<b>March</b>	3,454	3,416	1.11%	40	32	258	233
<b>April</b>	2,958	3,385	-12.61%	35	31	246	235
<b>Totals</b>	<b>12,392</b>	<b>13,120</b>	<b>-5.55%</b>	<b>144</b>	<b>117</b>	<b>1,116</b>	<b>1,029</b>

	Downloadable Books					
	Audiobooks		eBooks		Digital Magazines	
	2017	2016	2017	2016	2017	2016
<b>January</b>	163	154	186	199	3	14
<b>February</b>	152	128	153	181	7	11
<b>March</b>	162	157	187	187	2	3
<b>April</b>	197	146	198	189	2	8
<b>Totals</b>	<b>674</b>	<b>585</b>	<b>724</b>	<b>756</b>	<b>14</b>	<b>36</b>

	Mango Languages		Heritage Quest		Universal Class	
	2017	2016	2017	2016	2017	2016
<b>January</b>	67	7	1	0	5	2
<b>February</b>	73	22	13	2	28	2
<b>March</b>	40	41	2	2	6	6
<b>April</b>	46	23	8	1	39	64
<b>Totals</b>	<b>226</b>	<b>93</b>	<b>24</b>	<b>5</b>	<b>78</b>	<b>74</b>

**Donations:** \$8 needs to be accepted.

### Events and Classes

April was busy with National Library Week refreshments sponsored by the Friends, craft weeks for Easter and April Vacation, a painting night, and part one of the travelogue Peru covering the Salkantay Trek. Continuing events also ran during April. Mah Jongg attendance exploded on the last Tuesday morning of the month. The upstairs seating area was packed with 13 people learning, teaching, and playing! Very exciting.

May events include part two of the travelogue to Machu Picchu and the NH Humanities sponsored Ona Judge living history presentation. This event is hosted by the Friends. The Friends also hold their annual fundraiser in May. Funds raised are used for their annual events at the library, museums passes, and special requests from the staff.

Special events in May for children, tweens and teens include a slime project and dream catcher project. Memorial Day weekend begins the start of summer reading for the

adults. The program is changed from the past. Readers earn a raffle ticket for every book review they write. Mini raffles will be held during the summer for small prizes. The grand prize, the \$50 Portsmouth Ala Carte gift card provided by the Friends, will be the final raffle on August 18. Summer Reading programs for children, tweens, and teens begin in June.

### **Staff Meetings and Workshops:**

4/3 BOS Meeting (Board of Selectmen): Trustees Marcia McLaughlin, Dale Rockefeller and Karen Mason, Director Denise Grimse, Architect Ron Lamarre and Leonard Schwab – Ron presented the initial concept plans to the board and meeting attendees. See the Board of Selectmen minutes for details.

4/10 Friends Meeting: Denise Grimse – Deb and Stuart Bauder and Trustee McLaughlin were not present due to family matters. I presented the concept plans to the group. Flatbread fundraiser money and donations to the Building Fund were turned in. I provided the group with information on a new fundraising opportunity, Fabulous Find in Kittery, which was suggested by Trustee McLaughlin. I turned in memberships, book bag sale money, and weaving workshop fees. I requested reimburse for weaving supplies and funds for the Summer Reading program. I updated the group on the six-month pass option for the Boston Children's Museum. We discussed the 3D printer staff was trained on. We reviewed the plant and bake sale tasks including chili chefs.

4/11 CLOS Meeting (Children's Librarians of the Seacoast) at Durham Public Library: Susan MacDonald - Local area children's librarians met for discussions about Summer Reading and programs. Discussed entertainers librarians were using, reading logs and programs. Most of the librarians attending were having difficulties with the reading logs. Many patrons don't want to keep track of reading in the summer, too much like school. They need a break. So we are not the only ones dealing with this problem. These meetings are a great opportunity to talk about problems and successes.

4/14 GSF Meeting (Great Stone Face) at Bedford Public Library: Susan MacDonald - The GSF committee met to discuss and put together the new Great Stone Face book list for 2017 – 2018. Twenty new books were selected for the list. This list will be presented at NHLA on Friday, May 5th. Susan will be one of the presenters again this year.

4/20 SAL Meeting (Seacoast Area Libraries) at Portsmouth Public Library: Denise Grimse – Attended the meeting and presented the year-to-date Treasurer's Report. The group discussed website designs, open source products for ILS systems and displaying special collections. I shared our concept plans.

### **May Town-wide Newsletter**

With the help of several Women's Club members and Friends, staff was able to get the newsletter with the Summer Concert schedule and envelope to the post office in a timely manner. A mix-up with the envelope order and a 500 set shortage slowed the process a bit, but we all worked on it until all 2,019 newsletters were ready for mailing!!

### **Building Maintenance**

The gutters were cleaned so we are ready for rain.

Trustee Karen Mason and resident/volunteer Laura Byergo weeded and trimmed bushes out front.

Respectfully submitted,  
Denise Grimse, Director