



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Children's Room at the Library Tuesday, June 6, 2017

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

Meeting Start time: 4:30 p.m. Adjourn time: 6:40 p.m.

1. (A.) Minutes of May 2nd approved with the following four corrections: Meeting adjourn time was 7:25 p.m., not 6:25 p.m. Item 10 wording in first part should be "...G.Chromebooks are used by the school's system" not "compatible with." Item 10 wording in first part should end at "...Microsoft Word" and omit rest of sentence. Last, do not include addendum.
1. (B.) Draft Building Committee Document approved with the following three additions: Add the library director as *ex officio* member of the committee in the several places the committee make up is mentioned, matching form. Under the bulleted list "Responsibilities and Duties of The Committee" add the word "posted" to the bullet "Before construction begins..." Add a separate bullet, stating "All binding decisions taken by Trustees." to the two sections "Responsibilities and Duties..."
2. Accepted donations of \$8.00, also fees of \$34.00 from copies/faxes, \$43.00 from damaged/lost, and \$50.00 non-resident fee.
3. Dale performed a payroll review. Three trustees signed off on payroll.
4. Dale signed checks and will make the deposit of \$135.00.
5. Next Friends' Meeting is the Annual Dinner at Nik & Charlie's held Monday, 6 p.m., June 12.
6. Jim said there was nothing to report from the BOS meeting.
7. Monthly transactions were reviewed and signed.
8. Director's Report was reviewed. Stephanie Jaggars and Jonathan Dowling will attend Cow Day.
9. Denise shared suggestions and comments that dealt with current library programs: Give staff the day off on their birthday. Too good for suggestion.
10. Old Business
 - a. Correction: Departing employee must be given the final paycheck *within 72hours*.
 - b. Trustees' Binders updates include: contact sheet; Right to Know; NHLTA Handbook; and a draft Safety Policy which Trustees need to proof before it's accepted.
 - c. The NH DOJ will host a workshop on June 21 in Concord for Library Trustees. Karen to go.
11. New Business
 - a. Marcia and Denise set the monthly agenda. Have items in by Wednesday prior to meeting.
 - b. All committee meetings are posted.
 - c. Director's Evaluation. Marcia distributed a copy of the Director's Job Description for the annual evaluation. These are due at July Board Meeting.
 - d. Motion passed to approve Director's Reimbursement of \$16.00 for parking.

- e. 2016 Audit – no report.
 - f. ADP fee increase of about \$3.00 to take effect June 2017.
 - g. Motion passed to send Lavallee Brensinger Invoice of \$1450.00 to Trustees of the Trust Funds.
 - h. 2018 programming by Friends of the Library will include more NH Humanities To Go programs. Denise to plan for January through June 2018.
 - i. Library Print and Electronic Newsletters will contain news about Library- and community-specific news. Library newsletters will not contain advertisements.
 - j. Use of Library Space by Local Groups. Since there is no dedicated meeting room, the WPL cannot provide meeting space for local groups because any outside group meeting might potentially displace Library- and Friends'-sanctioned group meetings.
 - k. Madeline Gielow, part-time librarian, tendered her resignation, effective August 10, 2017.
 - l. Candidates for Part-Time Cataloger. Denise will repost the position because none of the candidates met criteria. Trustees suggested Denise contact career centers at UNH, Great Bay Community College, and institutions similar, to post position.
 - m. Reports from NHLTA meetings – April 22 and May 23. Karen attended a New Trustee Orientation in April, held in Hooksett. She circulated an electronic copy of the NHLTA Trustee Guidelines manual. Marcia attended the May NHLTA Annual Conference in Concord. Marcia attended three workshops.
 - n. NEH Common Heritage Grant application submitted on June 1. Leonard Schwab and Karen completed the proposal. Karen Anderson and Charlotte Hussey assisted in submission process.
 - o. Building Issues
 - i. Basement walls in closet and other spots. There has been water in a closet and “mushrooming” of plaster.
 - ii. Ramp. Needs paint.
 - iii. Mulch. \$400.00 in budget to purchase and labor.
 - iv. Front Steps. There’s been a change.
 - v. Poison ivy exists along the path from school to library.
 - p. Alternate Trustees will be discussed further in July, but the Board can have up to 3 alternates.
 - q. Other New Business. Dremel 3D40-EDU Printer. Motion passed to purchase printer from Robt. Bosch Tool Corporation, list price \$1599.00. Friends to give \$1500.00 towards purchase. Trustees to make up the difference.
13. Library Expansion Project
- a. Building Committee Updates. Next meeting is June 12 at 1:00 pm at WPL. Paul Sanderson recommends doing a title search on the Clough Estate.
 - b. Discussion of fundraising, bonds and gifts in kind will be held at the July meeting. At that time Karen will report on her 6/9/2017 meeting with Dennis Malloy. Marcia to call Heidi Duncanson.
 - c. Informational Meetings Updates: BOS meeting on 6/12; School GPO meeting on 6/13; Church Council on second Wednesday in July or August.
 - d. Other Library Expansion Project Items
 - i. Celebrations. Denise circulated a newspaper clipping of a celebration in Eliot, ME.
 - ii. Denise shared suggestions, comments, and questions:
 - David Phreaner, Portsmouth Poet Laureate, sent letter.
 - Consider handicapped parking slots.
 - Have a dedicated computer room.
 - Will there be honorary plaques and gifts-in-kind?
 - Build a theater and include a screen.
14. Next Meeting is July 11 at 4:30 p.m. at the library.

Respectfully submitted,
Karen Mason, secretary

Director’s Report follows:

Weeks Public Library Director's Report June 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
March	3,454	3,416	1.11%	40	32	258	233
April	2,958	3,385	-12.61%	35	31	246	235
May	3,092	2,754	12.27%	29	35	337	452
Totals	15,684	15,874	-1.20%	173	152	1,453	1,481

	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
March	162	157	187	187	2	3
April	197	146	198	189	2	8
May	164	173	162	193	1	1
Totals	838	758	886	949	15	37

	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
March	40	41	2	2	6	6
April	46	23	8	1	39	64
May	77	18	8	1	4	2
Totals	303	111	32	6	82	76

Donations: \$8 needs to be accepted.

Other money collected:

Copies/Faxes: \$34

Damaged/Lost: \$43

Non-Resident Fee: \$50

Events and Classes

May events were well attended, especially the Slime STEM Activity and the New Hampshire Humanities living history programs. Monthly and weekly programs continue to be well attended except for Create & Connect which still has low attendance. Statistics include two Kindergarten visits and one device help session.

Also in May, the Friends held their Annual Plant and Bake Sale with Chili Luncheon Fundraiser which went well.

The Adult Summer Reading Program began Memorial Day weekend.

Special June events will include classroom visits to promote the summer reading program, start of Family Story Times for the summer, Cow Day, a sun catcher workshop, and the kick-off events for the summer reading program. Children will track library visits with three visits earning them a small prize. Prizes are provided by the Friends of the Library. Tweens and teens will earn raffle tickets for each book read, each library visit, and /or each program attended. Raffles will be held at each event with a big raffle at the last summer program. Prizes are provided by the Friends of the Library or are donations from local businesses.

Staff Meetings and Workshops:

4/22 NHLTA (New Hampshire Library Trustees Association) Trustee Orientation Workshop at the Hooksett Public Library: Trustee Karen Mason – Attended the workshop and brought back a copy of Library Advocate's Handbook for the library.

5/4 & 5/5 NHLA (New Hampshire Library Association) 2017 Conference at the Sheraton in Portsmouth: Denise Grimse – Attended nine breakout sessions over the two days. Two separate sessions covered graphic design ideas and free tools to use to create event posters and Facebook images. The session on “Taking Dewey Out of the Library” presented an interesting and practical way to create “neighborhoods” for the picture books. In the “Adventures in Facilities” session, successes and challenges were presented including shoddy work, fraud, avoiding prototypes, plan for more storage, budgeting for contingencies, requirements for a geothermal system and the use of interior designers. In the “Shapiro Library Innovation Lab & Makerspace” session the librarians chronicled the three years of growth and change in their makerspace lab. What they learned: staff must be experts, moved away from walk-in hours/appointments/on-the-fly training options to class instruction sessions and purchased more and different maker equipment. The “Atrium User's Group” session was an opportunity to learn about new features and tips for our Integrated Library System. “Libraries and Local History” reviewed the many different types of historic artifacts and the various archivist tools and supplies, with emphasis on contacting professional curators to handle, organize, and display artifacts. The keynote speaker presented a session on “The Hopeful Work Place” suggesting to replace the rat race approach of “do more with less” with “do different with less”. Ask “How can we do better with what we have?” and focus on what we are really good at and what is uniquely ours. I attended Chirs Rose's presentation, “Best New Books for Children,” and brought back the list for Susan to review. The two days also included lunch speakers who presented humorous customer service stories and suggestions for managing change successfully.

5/5 NHLA (New Hampshire Library Association) 2017 Conference at the Sheraton in Portsmouth: Susan MacDonald – Presented booktalks on the new Great Stone Face list and announced the 2016-17 winner: Roller Girl by Victoria Jamieson.

5/18 NH Labor Law Training Seminar: Denise Grimse – Attended the 2017 seminar held at the Atlantic Grill in Rye. The NH Department of Labor staff reviewed and clarified NH labor laws, salary exempt requirements, Workers' Compensation, safety manual requirements, and Joint Loss Management Committees. The Small Business Administration, Guard & Reserve, Employment Security, and DRED representatives also spoke.

5/23 NHLTA (New Hampshire Library Trustees Association) Conference: Trustee Marcia McLaughlin – Attended the annual conference.

5/25 YALS (Young Adult Librarians) Meeting: Madeline Gielow - Much of this meeting was spent talking about conferences, the one just past, and the one planned for the fall. The YALS fall conference will feature Lisa Bunker, a NH author of Felix Yz, which has been getting very good reviews, from Kirkus and School Library Journal. There will also be panels on social media marketing for teens, keeping/making libraries safe spaces for teens, and mental illness. It was agreed there would be no book talks at the conference. We are asked to encourage students to make year round nominations for the Flume and Isinglass awards. Some libraries include incentives for reading these books in their Summer Reading Programs. No one had read anything recently that they particularly enjoyed, a first for my attendance at this meeting.

Programming that was discussed included:

“Silent Library” game – which I think can be googled. It involves challenges during which the participants must remain quiet. One library was doing a Harry Potter version and had done “Sour Puss” – a sour food version. A similar game played is “Minute to Win It”. The Exeter Public Library is willing to share materials on how they ran these programs. Another library is trying a new version of “Escape the Room” – buying a kit from a company called “Lock, Paper, Scissors”, to see if it is easier to manage than the Breakout.edu games.

Most of the libraries represented at the meeting offer a Midnight Madness or sleepover event during their summer reading program for kids and/or teens so there was much discussion how they manage these events. One thing they do is use parent volunteers – for these programs, as well as for other children and teen programs.

Exeter has also now done two Hamilton sing-a-longs, and is planning a Broadway karaoke sing- a-long.

Since many high school reading lists include adult books there was discussion of how libraries may “mark” these books. Some libraries put them in the teen section, or a special section for teen summer reading. Others just put bookmarks in the books noting that they are on the high school reading list.

Building Maintenance

The spring cleanup of leaves and downed branches was completed in May by Paul Hayden, Greenland Town Property Maintenance Supervisor, Road Agent. He also filled in the pot holes in the driveway.

The emergency exit light battery is on order with Kohlhase. The strip light just needed a new light bulb. Trustee Jonathan Dowling helped change it out.

Respectfully submitted,
Denise Grimse, Director