



# WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes  
Children's Room at the Library  
Tuesday, July 11, 2017

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

Meeting                      Start time: 4:30 p.m.                      Adjourn time: 5:34 p.m.

1. Minutes of May 2<sup>nd</sup>, Revised, and Minutes of June 6<sup>th</sup> accepted as corrected.
2. Accepted donations of \$21.00, also fees of \$59.00 from copies/faxes, \$60.00 from damaged/lost, and \$1.00 refund from Workers' Compensation Insurance payment. Acknowledged that Denise deposited third quarterly payment from the Town – the amount of \$71,240.50.
3. Dale performed a payroll review. Three trustees signed off on payroll.
4. 5. Dale signed checks and will make the deposit of \$141.00.
6. Jim reported that the recent BOS meeting had no direct discussion of WPL matters, but that a new Fire Station will be needed in 2-3 years.
7. Monthly transactions were reviewed and signed.
8. Director's Report was reviewed. There is a new check-in and check-out system with a bell which the staff finds helpful.
9. This month Denise had no suggestions or comments from patrons to share.
10. Old Business
  - a. Library Print and Electronic Newsletters. No change from decisions taken last month regarding policies for advertising and content.
  - b. Approve Revised Draft Building Committee Document. Revisions made to document approved last month.
  - c. Safety Policy Updates. Discussion of edits made to pp. 3,4 by Denise and Karen. Edits accepted.
  - d. Alternate Trustees. Trustees agreed that Karen should invite two townspeople to consider becoming Alternate Library Trustees.
  - e. Part-time Librarian Recommendations and Personnel Issues.

Jonathan made the motion that the meeting go into non-public session for the purpose of discussing personnel matters. Dale seconded. Roll call vote taken was unanimous.  
Non-public session followed.  
Jonathan made the motion to leave non-public session. Dale seconded. Unanimous vote.  
Jonathan made the motion to seal the minutes from the non-public session. Stephanie seconded.  
Vote was unanimous.
11. New Business
  - a. Lost Books Refund Request. The patron who found and returned to the library the lost books for which she paid \$72.00 should be reimbursed the same amount.
  - b. Ramp Repairs. Ongoing project being accomplished by Dale.

- c. Draft 2018 Budget. The Director is working on the 2018 Budget which is due in mid-September. In the meantime she recommends purchasing new databases for which patrons have shown interest. Trustees agreed to permit the Director to purchase World Book Online, World Book Timeline, and to obtain on trial basis the financial investment database, Morningstar.
- d. Volunteers Gifts Suggestions. The Director asked for suggestions and Trustees recommended she give each of the five volunteers a \$25.00 gift certificate.

12. Library Expansion Project – In the interest of time, since the librarians needed to prepare the Children’s Room for an evening public program, this last item group will be discussed more fully in August.

- a. Informational Meetings Review & Updates. Jonathan will arrange for Trustees to attend the Wednesday, August 9 meeting of the Community Congregational Church Council.
- b. Building Committee Updates. Two items of business needed immediate approval. More updates and discussion to follow in August. (1) Dale moved to expend the \$3500.00 needed to secure a Cost Estimator from Bauen Corporation. Stephanie seconded. Vote unanimous. This work will be a subcontracted item from Lavallee Brensinger to Bauen Corp. (2) Trustees agreed that the Building Committee should pursue renovation of those 13 items on the list they generated. The work will include repair, replacement, renovation, etc., as needed.
- c. Fundraising Committee Updates. Karen and Stephanie to coordinate efforts.
- d. Other Library Expansion Project Items.

14. Next Meeting is August 8 at 4:30 p.m. at the library.

Respectfully submitted,  
Karen Mason, secretary

Director’s Report follows:

# Weeks Public Library Director's Report July 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>May</b>	3,292	2,754	19.54%	29	35	337	452
<b>June</b>	3,683	3,490	5.53%	41	22	755	358
<b>Totals</b>	<b>19,367</b>	<b>19,364</b>	<b>0.02%</b>	<b>214</b>	<b>174</b>	<b>2,208</b>	<b>1,839</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>May</b>	164	173	162	193	1	1
<b>June</b>	177	168	145	188	0	9
<b>Totals</b>	<b>1,015</b>	<b>926</b>	<b>1,031</b>	<b>1,137</b>	<b>15</b>	<b>46</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>May</b>	77	18	8	1	4	2
<b>June</b>	62	23	2	1	3	5
<b>Totals</b>	<b>365</b>	<b>134</b>	<b>34</b>	<b>7</b>	<b>85</b>	<b>81</b>

**Donations: \$21 needs to be accepted.**

Other money collected:

Copies/Faxes: \$59

Damaged/Lost: \$60

Received \$1 refund from Workers' Compensation Insurance payment.

The third quarterly payment, \$71,240.50, from the town was deposited.

**Statistics Error:**

There was an error in reporting the May circulation total. It is corrected in this month's table. The total May circulation was 3,292, an increase of 19.54% over May 2016. The YTD total of 15,684 was correct.

**Events and Classes:**

Statistics for June events include Cow Day with 191 and six visits to the school with 287. June was busy with promoting the summer reading programs at the schools, the annual Cow Day event, and the start of summer programming events. Cow Day went very well even though it was moved a day due to the heat. We had very good attendance and even had to go buy more ice cream. Smokey, the calf, entertained the crowd. All ages ate ice cream while children made butter and various crafts. The cow scavenger hunt was a big hit again this year.

Adults have been bringing in their "Build a Better World" book review sheets for the Summer Reading Raffle. Two drawings were held in June with more scheduled in July and August. Classic movie night brought in 14 movie watchers. The Sun Catcher Workshop was a small group of eight very talented tweens and adults. The finished projects were awesome! Each was an incredible use of space and color. The summer kick-off events held during the last week of June were well attended. We were pleased with the attendance for both sections K-4 and grades 5 & up. Pizza was served at the grades 5 & up kick-off event. Pizza was provided by the Friends of the Library.

Family Story Times have had very good attendance, the same with cribbage nights, American Mah Jongg, and the Friday Morning Group. The adult book discussion group was small this month with only three attending. Create & Connect continues to draw small groups, 3 or 4 at each meeting.

In July, we will have the Seacoast Regional 3D printer for a week. Staff will find projects to print all week. Staff will have hands-on time with the printer and the public will be able to watch projects being printed. No design programs or public printing are planned.

**Staff Meetings and Workshops:**

6/5 Promote Summer Reading Program at Greenland Central School: Madeline Gielow  
6/6 Promote Summer Reading Program at Greenland Central School: Madeline Gielow  
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6/7 Promote Summer Reading Program at Greenland Central School: Madeline Gielow  
6/7 Promote Summer Reading Program at Greenland Central School: Susan MacDonald  
6/8 Promote Summer Reading Program at Greenland Central School: Madeline Gielow  
6/12 Friends Annual Meeting at Nik and Charlie's: Denise Grimse and Trustees Marcia McLaughlin and Karen Mason – The group elected officers. All current officers were reelected. Trustee Karen Mason reviewed the status of the NEH grant proposal, I submitted memberships and book sale money, requested up to \$1,599 for the 3D printer, and reviewed upcoming programs, staff resignation, and adult summer reading prizes. The group did not select the NH Humanities programs for 2018. That will be discussed at their September meeting.  
6/13 Promote Summer Reading Program at Greenland Central School: Madeline Gielow  
6/21 Attorney General Department of Justice Library Trustees Seminar: Trustee Karen Mason – Attended the session in Concord run by the Office of the Attorney General, Charitable Trusts Unit.

**Building Maintenance:**

The emergency exit light battery was replaced.

Trustee Karen Mason weeded and trimmed as needed.

Respectfully submitted,  
Denise Grimse, Director