



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, August 8, 2017

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

Absent: Stephanie Jaggars, Trustee.

Meeting Start time: 4:30 p.m. Adjourn time: 6:10 p.m.

1. Minutes of July 11 accepted as corrected.
2. Accepted donations of \$19.00.
3. Dale performed a payroll review. Three trustees signed off on payroll.
4. Dale signed checks and will make the deposit of \$40.00.
5. Jim reported that the recent BOS meeting had no direct discussion of WPL matters. Discussion continues about a new Fire Station that will be needed in 2-3 years.
6. Monthly transactions were reviewed and signed.
7. Director's Report was reviewed. Discussion centered on the Dremel 3D printer.
8. Suggestions pertained to the building. See below, 11.d.
9. Old Business
 - a. Alternate Trustees. Chris Peters, guest, is currently Secretary for the Friends of the Rye Public Library, a group that meets through the school year at the same time as the WPL Trustees; however, she would be interested in serving as an Alternate Trustee of WPL when the other duties conclude.
 - b. Sign the Safety Policy. Trustees signed off on the revised Safety Policy.
 - c. Staffing Updates. (1) Heather Lindsay accepted the position of Part-Time Librarian. Background checks are completed. Start date scheduled for August 14. Starting pay is same as listed currently. Denise said there will be an Exit Interview with Madeline Gielow, outgoing Part-Time Librarian. (2) Library Assistant position is still vacant. Denise recommends offering the position to Carol Chamberlain, MLS, who has experience in cataloging in a public library. Trustees concurred.
 - d. Draft 2018 Budget. Discussion included overtime consideration.
 - e. Other Old Business – CIP, no meeting scheduled.
10. New Business
 - a. Lavallee Brensinger Invoice. Motion to pay invoice made by Dale, seconded by Jonathan. Carried.
 - b. Total Compensation Survey. Denise provided information about a study commissioned by the Trustees of Rye Public Library to gather information regarding compensation for all library workers, including pay, benefits, vacation time, sick leave.
 - c. Fire Protection System Inspection: \$436 plus supplies.
 - d. Staff Vacations were discussed.

11. Library Expansion Project

- a. Informational Meetings Review & Updates. (1) Marcia and Craig McLaughlin will attend the Community Church Council meeting on August 9. (2) Jonathan, Marcia, and Denise are coordinating efforts for the Sept 7 Back-to-School BBQ. (3) Meetings yet to organize, perhaps in early November: Town Planning Board and Bramber Green Homeowners.
- b. Building Committee Updates. Dale reported that the Committee has not heard from Lavallee Brensinger about a meeting with Bauen Assoc. Marcia heard from Paul Sanderson at an August BOS meeting, that a law was passed that nullifies the stipulation in deeds like the WPL situation, e.g., the stipulation restricting that the WPL building be used as a library and nothing else.
- c. Fundraising Committee Updates. Following the July Board Meeting, Karen and Stephanie agreed to coordinate efforts. Stephanie prefers to assist. The Board's discussion about fundraising and bonding is necessary in order to draft a strong argument to answer the question, "Why does Greenland need this expansion at this time?", or similar question that the Board chooses.
- d. Other Library Expansion Project Items. Suggestions the Director received included: (1) Have a large group informational meeting about expansion plans. (Trustees need to have the architect update the info board used at presentations.) (2) Please maintain older style. (3) Have a drive-thru pickup for books. (Trustees discussed possibility of a drive-thru drop off, similar to mailbox drops.) (4) Have an outdoor patio. (5) Make library taller.

12. Other items that come up after the posting of this agenda.

- a. Staff evaluations completed in June.
- b. Friends of the WPL bought passes to NH State Parks for patrons of WPL to use.
- c. Pot holes need filling.
- d. Cleaning service for carpet and tile needed.
- e. Denise inquired about securing a cleaning service that would come twice weekly.
- f. Denise requested and received approval to look for a used chair at NE Office Furniture in Dover.

Next Meeting is August 28 at 4:30 p.m. at the library. Uniquely for this meeting, Karen will be chair and Marcia, secretary.

Respectfully submitted,
Karen Mason, secretary

Director's Report follows:

Weeks Public Library Director's Report August 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 | 3,292 | 2,754 | 19.54% | 29 | 35 | 337 | 452 |
| June | 3,683 | 3,490 | 5.53% | 41 | 22 | 755 | 358 |
| July | 3,442 | 3,496 | -1.54% | 40 | 33 | 319 | 205 |
| Totals | 22,809 | 22,860 | -0.22% | 254 | 207 | 2,527 | 2,044 |

| | Downloadable Books | | | | | | |
|-----------------|--------------------|--------------|--------------|--------------|-------------------|-----------|-----------------|
| | Audiobooks | | eBooks | | Digital Magazines | | Streaming Video |
| | 2017 | 2016 | 2017 | 2016 | 2017 | 2016 | 2017 |
| January | 163 | 154 | 186 | 199 | 3 | 14 | 0 |
| February | 152 | 128 | 153 | 181 | 7 | 11 | 0 |
| March | 162 | 157 | 187 | 187 | 2 | 3 | 0 |
| April | 197 | 146 | 198 | 189 | 2 | 8 | 0 |
| May | 164 | 173 | 162 | 193 | 1 | 1 | 0 |
| June | 177 | 168 | 145 | 188 | 0 | 9 | 0 |
| July | 157 | 179 | 182 | 216 | 2 | 14 | 1 |
| Totals | 1,172 | 1,105 | 1,213 | 1,353 | 17 | 60 | 1 |

| | 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 |
| June | 62 | 23 | 2 | 1 | 3 | 5 |
| July | 23 | 9 | 2 | 1 | 2 | 5 |
| Totals | 388 | 143 | 36 | 8 | 87 | 86 |

Donations: \$19 needs to be accepted.

Other money collected:

Copies/Faxes: \$21

Statistics:

The NH Downloadable Books consortium owns one streaming video paid for by Kelley Public Library in Salem. This was done several years ago so that they could purchase

streaming videos through the Advantage program for their patrons. One of our patrons found it and so a column was added to track that usage. Apparently there is still a Nook Periodical or two still in the Downloadable collection to borrow.

Events and Classes:

The *Build a Better World* summer reading program was in full force in July with a craft week during the Independence Day holiday week, the River Builders program presented by the NH Children's Museum, the dog toy project, the Wildlife Encounters visit, the Project Linus day, the week of babysitting classes, basket weaving for adults, and the lecture on chocolate.

Not all programs were well attended however, thirty four people came to the Wildlife Encounters program. The visit featured a very entertaining cockatoo, a wallaby, a fox, a snake, a pig, a frog, and a lizard. The group learned about animal classifications and how animals, plants, and humans all live together to build a better world.

Regular monthly programs also ran: family story times, cribbage nights, Mah Jongg, Create and Connect, the adult book discussion, classic movie night, and Friday Morning Group.

We are now running craft weeks for children from Saturday to Saturday and are catching different family groups.

In July, we had the Seacoast Regional 3D Ultimaker 2 Go printer for two weeks. Staff relearned the tips and tricks to running the printer with some assistance from Bobbi Slossar, the technology librarian at the NH State Library. The Dremel 3D printer arrived at the same time. After several calls to Dremel support and an email with engineering, the Dremel 3D printer is now working smoothly. 3D printing demos ran on many days. Sometimes both machines were printing at the same time. Projects were and are available for patrons to view. Trustee Jonathan Dowling created a project, used the slicing software, setup the Dremel printer, and printed his project. Former employee Jacqueline Wilson and her son submitted projects to test on both printers. Jacqueline even designed several "Weeks Public Library" and "Bookmark the Future" items. A staff member's spouse designed a gear in Autocad, watched a YouTube video on the slicing software, and prepared his design for the printer. Staff was able to successfully print his project.

The Summer Reading Program for all ages ends August 18. That is the last day for children to record their visit and pick-up a prize. It is also the last raffle day for the adult programming. The Summer Reading program for tweens/teens ends August 10 at the last evening program.

Online Resources:

The link to the trial subscription of the Morningstar Investment Research Center was posted and shared with residents. The trial login and password is listed with the link. If the resource is purchased, the login/password will change and the resource will be for Greenland residents only.

World Book Online was added to our Online Resources. It includes the entire *World Book Encyclopedia* plus a kids level with activities and games, a student level with research help, a Spanish version, a selection of eBooks, and the Timelines database. Patrons must call or ask at the desk for the login and password. The resource is for Greenland residents only.

Building Maintenance:

Pest Control treated the building in early July. May and June were too wet or busy with programs.

Dowling HVACR Mechanical Services cleaned the AC unit per the maintenance agreement.

Trustee Dale Rockefeller is making minor repairs to the ramp. When repairs are finished he will finish painting it.

Hart Plumbing & Heating replaced the water heater.

Respectfully submitted,
Denise Grimse, Director