



# WEEKS PUBLIC LIBRARY

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## Trustees' Meeting Minutes Children's Room at the Library Tuesday, August 28, 2017

Present: Director, D. Grimse; Trustees: M. McLaughlin, K. Mason, J. Dowling, S. Jaggars; Selectmen  
Liaison: J. Rolston.

Absent: D. Rockefeller.

Meeting: Start time: 4:30 p.m.

Adjourn time: 5:38 p.m.

1. The minutes of the August 8, 2017 meeting were approved as corrected.
2. J. Dowling reviewed the payroll and three trustees signed off on it.
3. M. McLaughlin signed checks.
4. J. Rolston had no formal report but stated that a recent Selectmen's meeting he had M. McLaughlin update the Selectmen on building planning.
5. Library Expansion project
  - a. Capital Reserve Fund Balance - \$622,856.53, after payment of most recent Lavallee/Brensinger invoice.
  - b. Fundraising Committee updates –
    - K. Mason submitted a report of her meeting with Dennis Malloy on June 9. He encouraged seeking the advice of our selectman liaison.
    - K. Mason provided timeline handouts of activities to date including recommendations from BOS regarding a warrant article.
    - S. Jaggars said that the bulk of the fundraising activity would take place following the March 2018 vote.
    - K. Mason floated the idea of a possible trust fund to pay anticipated costs of building.
    - K. Mason provided copies of article "Opinion: The library of the future Starts with infrastructure" highlighted ideas and questions to ask ourselves that will help in making the case for the library expansion. Questions had to do with operational cost of the expansion, use of technology, and what groups the library serves.
    - Discussion of use of Library building if no longer used as a library. M. McLaughlin will get clarification from P. Sanderson.
  - c. Reviewed informational meetings schedule
  - d. Building Committee updates will occur at the September 5, 4:30 p.m. meeting.
  - e. Other Library Expansion Project items – Trustees approved payment of Lavallee/Brensinger invoice in the amount of \$290.00.
6. Old Business:
  - a. Staffing updates:
    - Heather Lindsay, new part time librarian was introduced to the Trustees.
    - Carol Chamberlain has accepted the cataloging position and will begin work in late September or early October.
  - b. Draft 2018 Budget:
    - D. Grimse reported two changes in budget line items: added \$500 to Programs to cover anticipated expenses for 3D printer and maker programs and \$400 to Computers.
    - Pay rate increase calculated at Selectmen's directive of 1%.
  - c. Morningstar Database – D. Grimse asked if Trustees had looked at this database offering. Trustees encouraged to do so.
  - d. Other Old Business – D. Grimse will try to schedule heavy cleaning of Library on Friday, October 6. If scheduled, Trustees approved closing Library that day at noon.

7. New Business:

a. Computer purchase:

- D. Grimse reported that she had a quote of \$792.00 for a new desk top computer, machine only loaded with Windows 10 and a I7 processor. Microsoft Office Pro software would be an additional \$360.

- Trustees suggested she check prices at Best Buy and Staples prior to making a purchase. There are funds in current budget to cover purchase of a computer.

b. Planning for Director's Annual Review 2018 – brief discussion about planning for future reviews with more discussion to follow in the future. K Mason suggested a review process that includes self-evaluation and the establishment of goals (director evaluates self and establishes personal goals for the year, trustees and director set goals, director and staff set goals, consensus is reached.) S. Jaggars said that she may be able to bring a sample of such a review to another meeting.

c. Performance Reviews for Staff in 2018 – to be discussed at a future meeting.

d. 3D Printer – Library staff very pleased with the printer they have had on trial.

- Grimse will ask the Friends group to purchase the printer for the Library.

8. Other items that come up:

a. M. McLaughlin reported on the exit interview she conducted with M. Gielow.

b. K. Mason wanted the Trustees to look at how the Library collaborates with the GCS and other groups. J. Dowling pointed out most collaborative efforts would be found in the Director's Monthly Report.

9. Future meetings – Tuesday, September 5, 2017, 4:30 p.m., with Building Committee  
Tuesday, October 10, 2017, 4:30 p.m., regular monthly meeting

Respectfully submitted,

M. McLaughlin, Secretary pro tem