



WEEKS PUBLIC LIBRARY

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Trustees' Meeting – Minutes
Children's Room at the Library
Tuesday, October 10, 2017

Present: Director, Denise Grimse; Trustees: Marcia McLaughlin (chair), Dale Rockefeller, Karen Mason (secretary). Friends of the Library: Debbie Bauder (president) and Phyllis Picha (treasurer). Absent: Trustees Stephanie Jaggars and Jonathan Dowling, and Selectmen's Liaison Jim Rolston.

Meeting Start time: 4:30 p.m. Adjourn time: 6:00 p.m.

1. Minutes of August 28th accepted as corrected and September 26th accepted. Discussion – Going forward: If, within one week of receiving the minutes, you see a need for corrections, additions, or clarifications, please notify the Secretary.

2. Accepted donations of \$59.00.

3. Payroll Review. Dale performed a payroll review. Three trustees signed off on payroll.

#4. Sign Checks. & #5. Deposit. Dale signed checks and will make the deposit of \$59.00.

6. Liaison's Report. No report.

7. Transactions Review. Monthly transactions for June, August, and September were reviewed and signed. June transactions were revisited because there had been a data entry error in payroll, which was corrected.

8. Director's Report was reviewed. All librarians had attended work-related programs that were enriching and chances to network with other librarians and or systems.

9. Suggestions. (1) Book Club for grades 7 & 8 in Spring. (2) Provide food for teams while they are waiting. (3) Request for older kids' section.

10. Old Business – These two items carried forward for November due to the fact that only 3 of 5 Trustees were present. Karen will share samples of Human Resources material relating to performance reviews.

- a. Planning for Director's Annual Review 2018.
- b. Performance Reviews for Staff in 2018.

11. New Business

- a. Seacoast Community School Request. This is an after-school program for grades K-6. Dale moved that the WPL will serve as an Emergency Meeting Place for this organization. Seconded. Passed.
- b. November Holidays. Library will be closed 11/10/17 and 11/11/17. Also closed from 2:00 pm Nov 22 through Nov 23, 2017. Library open normal hours on Nov 24 and 25.
- c. Annual Town Report. Marcia to write a paragraph on progress of library expansion.
- d. 2017-2018 Budget. Karen reported on volunteer activity on grounds maintenance and recommended a line item in the budget of \$400. Denise had already budgeted \$500.

12. Library Expansion Project

- a. Review October 2, 2017 BOS Meeting. Discussion RE: library parking and whether or not the School Board needs a warrant article to transfer land right use of property to Town.

- b. Next steps. (1) Meetings to attend: School Board, Planning Board, Budget Committee. (2) Needed from the architect: updated pictures on parking; different plan view; updated flyer.
- c. Fundraising. (1) Trustees and representatives from Friends of the Library discussed collaboration on the building expansion project, ie, roles of each group. (2) The WPL has \$24,651 in a building account.
- d. 2018 Warrant Article. Important dates and responsibilities in preparation: The WA is due January 5, 2018. Bond Hearing deadlines – firm: January 9 and 16. Trustees to hold a formal public hearing prior to voting. Trustees should review the wording of the WA from 2006.

13. Other items that come up after the posting of this agenda: A chair previously repaired, broke again.

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

Respectfully submitted,
Karen Mason, secretary

Director's Report follows:

Weeks Public Library Director's Report October 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
August	3,352	3,553	-5.66%	31	26	183	154
September	2,870	3,089	-7.09%	40	30	380	292
Totals	29,031	29,502	-1.60%	325	263	3,090	2,490

	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
August	165	145	217	175	0	13	0
September	144	152	170	140	0	4	0
Totals	1,481	1,402	1,600	1,668	17	77	1

	Mango Languages		Heritage Quest		Universal Class		World Book Online
	2017	2016	2017	2016	2017	2016	2017
January	67	7	1	0	5	2	0
February	73	22	13	2	28	2	0
March	40	41	2	2	6	6	0
April	46	23	8	1	39	64	0
May	77	18	8	1	4	2	0
June	62	23	2	1	3	5	0
July	23	9	2	1	2	5	0
August	20	17	0	1	8	2	19
September	43	33	0	5	3	5	1
Totals	451	193	36	14	98	93	20

Donations: \$59 that needs to be accepted

Final Town Appropriation was deposited in September, \$71,240.50

Other money collected:

Copies/Faxes: \$116

Damaged/Lost Materials: \$74

Non-Resident: \$50

Staff Updates:

Heather Lindsay joined our team on Monday, August 14th as the part-time librarian responsible for K-8 programming.

Carol Chamberlain started on September 29th as the part-time cataloger.

Events and Classes:

Summer Programming ended in August.

Adult programming was well received, with 72 books reviewed, six programs offered, and 32 program attendees. This year's program featured more raffles with more prizes and more evening programs. Eight patrons participated in the reading portion. Donated prizes came from the Friends of the Library, Phyllis Picha, Whims & Whatknots, Rolling Greens Nursery, and Breakfast Hill Golf Club. Everyone won one or more prizes.

The tween/teens programming went well. Thirty-five students kept track of their reading, library visits, and programs attended for raffle tickets. 18 attended the kick-off event in June, 11 attended the babysitting workshop, seven made blankets for Project Linus and 12 came to paint night, the last event. Raffles were held at every program. Donated prizes came from the Friends of the Library, Water Country, and Captain's Cove Adventure Golf. Everyone liked the extra prizes.

The children's programming was mixed, with 49 children tracking their library visits and erratic attendance. Attendance at the two sessions of the kick-off events in June totaled 38 but the evening was light as were the remaining of the staff created programs. The two dog toy project sessions and the presentation to the NHSPCA only attracted a total of 23 people. We saw very few K-4 students at the staff created programs in July and August. The River Builders program presented by the NH Children's Museum also was very lightly attended with only five but the Wild Life Encounters program brought in 34 people. Both drop-in craft weeks went well with a count of 40 and 42. Prizes for visiting the library were donated by the Friends of the Library.

After Summer Programming ended Susan, Heather and I began planning the September programs. A whole host of programs for all ages were created and scheduled in time for the September newsletter. With those events under control, Susan, Heather and I scrambled to plan October events so that the town-wide newsletter would be ready to send to the printer by mid-September. The end result was two incredibly busy months filled with programs for all ages!

Several monthly programs that run throughout the school year began in September: Lego Building Days and the book clubs for grades 2&3 and 4&5. Family story time also began again after a short break. New programs for grades 5 and up met on Thursday afternoons. A hugely successful Captain Underpants Craft Party ran on a Wednesday and the new DVD release movie was shown on Friday to a nice sized crowd! The September statistics also include two visits to Greenland Central School for book talks. In September, adults traveled to Nepal with resident Eve Fralick and experienced

philosophy and theology through the art of the Chartres cathedral. They also continues to meet for cribbage, Mah Jongg, movie night, book discussion, and the Friday Morning Group.

The October calendar is filled with a variety of events from book clubs, Halloween events, and tech events for all ages.

Staff Meetings and Workshops:

8/24 YALS (Young Adult Librarians) Meeting: Heather Lindsay- In this meeting the primary discussion was on the fall YALS conference and programming ideas and experiences of the other Teen Librarians. The main fall conference panel topics discussed were teen mental health, safe spaces, and social media marketing to teens. These were helpful topics because it gave more of an insight of what to be aware of moving forward. During the discussion of programming topics such as tech integrations, resource groups, and well received art/craft events were shared. This discussion was particularly fruitful for stimulating ideas for future programming at Weeks Public Library.

9/7 Book Talks at GCS (Greenland Central School): Susan MacDonald – Visited the 5th grade classes.

9/8 Book Talks at GCS (Greenland Central School): Susan MacDonald – Visited the 6th grade classes.

9/8 GSF (Great Stone Face) Meeting: Susan MacDonald – This was the first meeting of the year. The group did some reorganization and discussed where remaining meetings will be held. They also began the title review process.

9/11 Friends Meeting: Denise Grimse – This was the first meeting after the summer break. I submitted memberships and Summer Reading Program receipts. Reviewed progress on the 3D printer, and NH State Park pass usage. Provided Phyllis with the Boston Children's Museum order form. I briefed the group on staff changes and requested approval of funds for National Friends of the Library refreshments and the October holiday parties for Pre-K to grade 8. Also requested help with folding, sealing, and counting the town-wide newsletter and reviewed the revised concept plans for the expansion project. The Friends selected their two NH Humanities programs for 2018 and reviewed their fall fundraisers, the Nik & Charlie's Pizzeria Night in October and the Country View Restaurant week in November.

9/12 CLOS (Children's Librarians of the Seacoast) Meeting: Susan MacDonald and Heather Lindsay - The primary topic of this meeting was successful programs and practices used for the 2017 Summer Reading Program. During this meeting various presenters were discussed and the librarians shared what experiences they had with these presenters. This discussion helped me gain a better idea of what presenters may be best for future programming at Weeks. Various incentive reading incentive programming was discussed; such as 1000 Books Before Kindergarten and Reading Brag Badges. Resources were shared regarding online blogs that are great for youth service ideas and problem solving. After the meeting I took some time to talk with the librarians in the Seabrook library, where the meeting was hosted, about their 3D printer and their experiences with it. (HL)

The attendance of many librarians was great. We discussed Summer Reading, performers and upcoming things people were doing. New programming was also discussed.

Summer Reading --- Everyone thought they had a good summer. Most had good turn-out and participation. All were pleased with what they did.

Performers --- We talked pro's and con's about performers we had. Also discussed some new people libraries had tried. Most issues were cost as prices for most

performers are really high. No one had a bad review for anyone this year. Nancy Cunha from Stevens Memorial Library in North Andover, MA talked about a reading chain they used for summer reading. Kids got different beads for what they read, time etc. Nice idea but very labor intensive. They needed three people to run it, giving out beads etc. Durham talked about their patch club which runs all the time. Kids earn different patches for the books they read. Everyone talked about their plans for the fall. All in all it was a great meeting. (SM)

9/22 SAL (Seacoast Area Libraries) Meeting at Lane Memorial in Hampton: Denise Grimse – A small group of directors met for the Facilities Maintenance presentation. The speaker, Library Director Ellen Rainville of the J. V. Fletcher Library in Westford, MA shared maintenance schedules, an emergency manual TOC, custodial tasks, and maintenance tasks.

9/28 YALS (Young Adult Librarians of New Hampshire) Fall Conference: Heather Lindsay - At this conference many useful topics were discussed in regards to teen and youth services. The major topics were teen mental health, creating a safe space in the library, how to make your safe space LGBTQ friendly, and using social media for your library. Many resources were given on how to better organize your social media platforms.

Building Maintenance:

Trustee Dale Rockefeller completed the minor ramp repairs and painting.
Trustee Karen Mason pulled weeds, trimmed bushes and planted mums.

Respectfully submitted,
Denise Grimse, Director