



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Weeks Public Library Trustees' Meeting Minutes Tuesday, November 14, 2017

Present: Director, D. Grimse; Trustees: D. Rockefeller, S. Jaggars, J. Dowling,
M. McLaughlin

Absent: Trustee, K. Mason; Selectmen's Liaison, J. Rolston

Meeting start time: 4:28 p.m. Adjourn time: 5:42 p.m.

1. The minutes of the October 10, 2017 meeting were approved as corrected.
2. Accepted donations of \$13.00.
3. Payroll review was completed by D. Rockefeller.
4. Checks were signed by D. Rockefeller.
5. A deposit of \$77.00 to be made by D. Rockefeller.
6. There was no Liaison report.
7. Transactions Report was reviewed.
8. The Director's report was reviewed and accepted.
9. Suggestions – have a “tween” room; Lego Day every day; have a Notebook of Doom program – a chapter book; have a “Boss Baby” day; more Andrew Clements books
10. Old Business – reviewed the updated 2018 budget. Library budget reflects 3% increase for employees, as approved by the Selectmen for town employees.
11. New Business
 - a. Building Fund Account – currently \$24,652.11. This account was begun with a bequest from the estate of Lena Kohlhasse. Due to confusion about the intended use of the Fund, D. Grimse has asked Bonnie Gardner and Barbara Stone to attend the December Trustees meeting to clarify the original intent of the bequest. D. Grimse would prefer to use the Fund for the Children's room per her understanding of the original intent, possibly naming it the “Lena Kohlhasse Room.”
 - b. After School Programs

The Library is working with the GPO to make it easier to have children come to the Library after school. GPO person would walk children over and GPO person or parents would pick up child at the end of program. For drop-in programs a GPO person would have to stay with the children. D. Grimse included a copy of the Unattended Children Policy in the Trustees meeting packet.

- c. Snow removal contract – price remained the same as the prior year. M. McLaughlin signed contract.
- d. Insurance rates for 2018 – Health decreased 6.2%; dental increased 2.3%
- e. Reviewed the Thornton Salary Review. It was a study requested by the Rye Public Library. Of 35 libraries contacted only 19 responded; of the 10 Seacoast libraries, only five responded.
 - 1) According to the report, by comparison –
 - a) Susan MacDonald’s salary is low.
 - b) The Cataloging position salary is low.
 - c) Benefits per personnel manual –
 - Vacation - after 10 years of employment Weeks does not give more vacation, others do.
 - Longevity pay – Weeks doesn’t offer it, others do.

f. Budget Meeting Schedule

- **November 30** – Review of Town Budget **includes 15 minutes for Library budget – time to be determined**
- **December 14** – Review Town budget with recommendations – **be there**

12. Library Expansion Project

- a. Reviewed K. Mason and M. McLaughlin’s comments on the presentation at the November 2, 2017 Planning Board work session.
- b. Fundraising – nothing new from the Trustees. The Community Oven idea was presented to the Friends but they felt they couldn’t handle the raffle.
- c. Warrant Article for 2018 ballot – The Trustees agreed that the amount requested in the Warrant would be \$2,900,000.
- d. Informational meetings – The date for a town-wide meeting to be determined with notice sent to all Trustees. M. McLaughlin to contact Nicole Connelly at SAU 50 to request use of the Multi/AP Room at the school.

13. Other items that came up after posting of the agenda –

- a. Trustees meeting dates. The regular monthly meeting of the Trustees will always be the 2nd Tuesday of the month. All, Trustees and Director, plan schedules with that in mind.
- b. Friends – Asked what would be the cost to voters of a Library bond. They would like to help get information out about an informational meeting – flyers, etc. – probably at the Transfer Station.
- c. M. McLaughlin handed out “Why Expand the Library?” giving possible talking points.
- d. Following discussion of priorities, it was decided to table any further discussion of HR forms until after the vote in March.

14. Next meetings: Thursday, November 30, TBD – Review of proposed Town budget

Monday, December 4, 6:30 p.m. – Town informational meeting,
GCS Multi/All Purpose Room
Tuesday, December 12, 4:30 p.m. – regular monthly meeting
Thursday, December 14, 6:30 p.m. – Review of Town budget
Recommendations

Marcia McLaughlin
Acting Secretary

Director's Report follows:

Weeks Public Library Director's Report November 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
October	3,001	2,962	1.32%	43	29	302	223
Totals	32,032	32,464	-1.33%	368	292	3,392	2,713

	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
October	178	189	186	165	0	16	0
Totals	1,659	1,591	1,786	1,833	17	93	1

	Mango Languages		Heritage Quest		Universal Class		World Book Online	Morningstar Online
	2017	2016	2017	2016	2017	2016	2017	2017
January	67	7	1	0	5	2	NA	NA
February	73	22	13	2	28	2	NA	NA
March	40	41	2	2	6	6	NA	NA
April	46	23	8	1	39	64	NA	NA
May	77	18	8	1	4	2	NA	NA
June	62	23	2	1	3	5	NA	NA
July	23	9	2	1	2	5	NA	NA
August	20	17	0	1	8	2	19	NA
September	43	33	0	5	3	5	1	NA
October	20	28	1	0	2	10	0	16
Totals	471	221	37	14	100	103	20	16

Donations: \$13 need to be accepted

Other money collected:

Copies/Faxes: \$51

Damaged/Lost Materials: \$13

Events and Classes:

The October calendar was jam-packed with a variety of events from book clubs, maker events, lectures, Halloween events, and tech days for all ages. Susan even hosted a Boy Scout visit and presented information on the history of the library for their badge project.

New events included a 3D Creation Day for grades 3 & 4, several introduction to 3D printing sessions for grades 5 and up and adults, and the Little Makers program for ages 2 ½ and up. The 3D Creation Day went very well. A 3D print project ran upstairs during the event while attendees worked on a variety of 3D projects downstairs. The small-group 3D sessions filled up and attendees made unique key bobs. Three children and their caregivers got messy with a variety of materials at the Little Makers program. The Halloween drop-in craft week ran from Saturday to Saturday with no crafts on the day of the Halloween party. Adding the two Saturdays is working very well. We catch a few family groups that can't come in during the week. Attendance at the children's Halloween Party for grades K-4 was light compared to previous years but everyone had a great time making slime bags, witches hands, and playing the games. Family Story Times are still popular. The Book Buzz book group was small this month due to conflicts at the school. The Magic Tree House Club had good attendance. Classic movie night, cribbage night, the Maj Jongg sessions and the Friday Morning group remain popular. A few people attended the two Create and Connect nights. Attendance at the black history in NH presentation and the paranormal presentation was disappointingly low despite the fact that the October schedule of events was sent by mail to every household in Greenland.

The November calendar features additional introduction to 3D printing sessions, the Little Makers session, and three workshops for adults: mosaic tiles, writing, iPad & iPhone.

As always programs are coordinated, planned, and scripted by Susan, Heather and me. Lee, Elaine, Margaret, and Carol assist in proof reading, preparing materials, setting up the room or space, managing the busy Circulation Desk, and then putting the room or space back to its original configuration. The lead coordinator, the most efficient means with our small staff, runs the program. On occasion, if extra help is needed Susan or Heather will assist as needed and for all-hands-on-deck programs like the Halloween party, I too will assist and another staff member will be scheduled to run the Circulation Desk.

Staff Meetings and Workshops:

10/2 Friends Meeting: Denise Grimse and Trustee Karen Mason – The group reviewed the upcoming Nik & Charlie's and Country View fundraisers. Helen Friedman, local resident and co-owner of Country Farm Candles, presented a soy candle fundraising opportunity. The Friends agreed to this additional fundraiser which will run from November 1 – December 15 with 30% of the sales going to the Friends. The group reviewed the NH Humanities programs booked for 2018. I thanked everyone for their help with the October town-wide mailing. I also updated the Friends on staffing, the arrival of the Boston Children's Museum passes, and the building project. I requested funds for the December holiday refreshments and parties. Trustee Karen Mason invited everyone to the historical society meeting on Thursday, October 12 at the Parish House.

10/19 CHILIS Fall Conference: Heather Lindsay - At this event speaker, Saroj Ghoting spoke about Early Childhood Literacy and ways to promote it. She also gave many pointers on how to better involve parents and children in their learning habits. This involved creating interactive story times with action games, crafts, and open-ended questions. She also talked about personal connections. The creation of personal connections could be applied to the Magic Tree House Book Club I run. These self-connections would give children the opportunity to practice skills that promote their reading and comprehension. Another topic, self-reflections, used to assess programs, was discussed. Self-reflections could also come from outside sources, whether it is a parent or another staff member who witnessed the program. Having these reflections both from me and others would be a great way to improve programming. -HL

Building Maintenance:

Relco-Kohlhase changed out ballasts on strip lights and rebuilt one school house light fixture. Apex Cleaning waxed the basement tiles and cleaned the carpeting on stairs and landing.

Pest Control came as contracted for the fall treatment.

D. Burns Security replaced smoke detector chambers and tested the fire protection system.

Respectfully submitted,
Denise Grimse, Director