



# WEEKS PUBLIC LIBRARY

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Trustees' Meeting – Minutes  
Children's Room at the Library  
Tuesday, December 12, 2017

Present: Director, Denise Grimse; Trustees: Marcia McLaughlin (chair), Dale Rockefeller, Stephani Jaggars, and Karen Mason (secretary). Selectmen's Liaison Jim Rolston. Building Committee: Craig McLaughlin (chair). Guests: Bonnie Gardner and Barbara Stone. Trustees of the Trust Funds: Coleen Penacho and Dennis Malloy.  
Absent: Trustee Jonathan Dowling.

Meeting                      Start time: 4:35 p.m.                      Secretary left at 6:15 p.m.                      Adjourn time: 6:20 p.m.

1. Approve Minutes.

Minutes of November 14 accepted as corrected.  
Minutes of December 6 accepted.

2. Payroll Review.

Dale performed a payroll review. Three trustees signed off on payroll.

3. Sign Checks.

Dale signed checks.

4. Liaison's Report – Selectman Jim Rolston.

- (a) There are serious concerns about the school being able to approve the plan for the parking lot.
- (b) In the near future, the Town will be looking for money on roads and new town buildings.

5. Appointment with Barbara Stone and Bonnie Gardner, the daughters of Lena Kohlhase.

Discussion: How the bequest from the estate of Lena Kohlhase, established in 2005, was to be designated. The daughters asked that the bequest be used towards furnishings in the library. They deferred a decision on exact use until the building expansion is underway.

6. Appointment with Coleen Penacho and Dennis Malloy, Trustees of the Trust Funds.

Discussion of library funds (investment and returns) and the eventual need to move monies into the Money Market Account for purpose of the expansion project. Coleen reported that the WPL has another fund, the Norton Fund, a small account of about \$2400, the interest of which is used to purchase books.

Consideration: Timing of expenses for upcoming expansion will determine how money is moved into Money Market.

Question for Building Committee: What would cash flow likely be after March 2018?

**Motion:** Dale moved to reduce the amount of funds in stocks from 73% to 60%. Stephani seconded. Motion carried.

7. Transactions Review.

- a. Stale check. The Weeks Brick House returned a check in 2017 to the WPL in the amount of \$146.00. This amount will be added back into the Books line item.

8. Accept Donations.

Accepted donations of \$30.00.

9. Director's Report was reviewed.

10. Deposit.

Dale will make the deposit of \$155.00.

11. Friends January Meeting.

No meeting in January. Next meeting on February 12, 2018.

12. Suggestions.

More copies of children's books requested: duplicate copies of popular titles for Children, Junior High, and Young Adult.

13. Old Business.

- a. Septic Update. The septic system didn't get cleaned because the workman refused to pump it due to its location. Dale reported that the job will get done before the building expansion gets underway.

14. New Business

- a. Staff Purchased Health Insurance.

Discussion of process of new employee self-payment of monthly health insurance premium.

Decision: On the last business day of the preceding month, the employee will give Denise a check for \$1831.45 – her portion of payment for health insurance. In the Director's monthly record on the 10<sup>th</sup> of the month, Denise will add a line item to show receipt of insurance payment from employee; and a second line item to show distribution of insurance payment to Town that includes the \$1831.45 amount from employee.

15. Budget Committee Meetings.

Town and School Budgets discussed on December 14 and 19.

Bond to be discussed on January 9.

January 17 will be Town review and recommendation.

16. Library Expansion Project

- a. CIP. Dale submitted the form to the Town.
- b. Bramber Green Presentation Wednesday, 12/13 at 6:30 p.m. in the BG Club House. Craig McLaughlin to present.
- c. Prepare for March Vote. Flyer discussed.
- d. Fundraising. Press Release from Denise resulted in good publicity for the library. The article in the Portsmouth Herald was well received.

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

- a. Karen got permission to send one candle each to Laura Byergo and Chester Deorocki III as a sign of appreciation from the Trustees for helping her with grounds maintenance from April – December 2017. Candles are from the Friends of the Library fundraiser.
- b. Denise will have funds leftover from the Fiscal Year 2017 to be returned to the Town. Also, she received a greater amount than expected from the Town Trust Fund check and will update the budget to indicate the higher amount (\$72) plus add in omitted 2016 funds and the December deposit amounts.

18. Next Meeting is January 9, 2018 at 4:30 p.m. in the library.

Respectfully submitted,

Karen Mason, secretary

Director's Report follows:

## Weeks Public Library Director's Report December 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>July</b>	3,442	3,496	-1.54%	40	33	319	205
<b>August</b>	3,352	3,553	-5.66%	31	26	183	154
<b>September</b>	2,870	3,089	-7.09%	40	30	380	292
<b>October</b>	3,001	2,962	1.32%	43	29	302	223
<b>November</b>	2,737	2,728	0.33%	39	30	205	156
<b>Totals</b>	<b>34,769</b>	<b>35,192</b>	<b>-1.20%</b>	<b>407</b>	<b>322</b>	<b>3,597</b>	<b>2,869</b>

	Downloadable Books						
	Audiobooks		eBooks		Digital Magazines		Streaming Video
	2017	2016	2017	2016	2017	2016	2017
<b>January</b>	163	154	186	199	3	14	0
<b>February</b>	152	128	153	181	7	11	0
<b>March</b>	162	157	187	187	2	3	0
<b>April</b>	197	146	198	189	2	8	0
<b>May</b>	164	173	162	193	1	1	0
<b>June</b>	177	168	145	188	0	9	0
<b>July</b>	157	179	182	216	2	14	1
<b>August</b>	165	145	217	175	0	13	0
<b>September</b>	144	152	170	140	0	4	0
<b>October</b>	178	189	186	165	0	16	0
<b>November</b>	170	172	158	161	0	6	0
<b>Totals</b>	<b>1,829</b>	<b>1,763</b>	<b>1,944</b>	<b>1,994</b>	<b>17</b>	<b>99</b>	<b>1</b>

	Mango Languages		Heritage Quest		Universal Class		World Book Online	Morningstar Online
	2017	2016	2017	2016	2017	2016	2017	2017
<b>January</b>	67	7	1	0	5	2	NA	NA
<b>February</b>	73	22	13	2	28	2	NA	NA
<b>March</b>	40	41	2	2	6	6	NA	NA
<b>April</b>	46	23	8	1	39	64	NA	NA
<b>May</b>	77	18	8	1	4	2	NA	NA
<b>June</b>	62	23	2	1	3	5	NA	NA
<b>July</b>	23	9	2	1	2	5	NA	NA
<b>August</b>	20	17	0	1	8	2	19	NA
<b>September</b>	43	33	0	5	3	5	1	NA
<b>October</b>	20	28	1	0	2	10	0	16
<b>November</b>	18	55	2	2	10	52	0	8
<b>Totals</b>	<b>489</b>	<b>276</b>	<b>39</b>	<b>16</b>	<b>110</b>	<b>155</b>	<b>20</b>	<b>24</b>

**Donations:** \$30 needs to be accepted

**Other Money Received:**

Copies/Faxes: \$29

Lost/Damaged: \$46

Non-Resident: \$50

**Events and Classes:**

In collaboration with staff, the following programs were planned and coordinated for all ages and interests of the community. The November events included additional introduction to 3D printing sessions, a Painting Makers Meeting and a Tech Team session for grades 5 and up, the Little Makers session, and three workshops for adults: mosaic tiles, writing, iPad & iPhone tips & tricks. The mosaic workshop was canceled due to low registration and only one person attended the writing workshop. Surprisingly even the iPad & iPhone Tips & Tricks workshop was not well attended with only five people asking questions and learning. The additional 3D printing sessions were not well attended. Part-time Librarian Heather Lindsay taught budding artists in grades 5+ how to use a grid to paint pictures of their choice. Participants at the grades 5+ Tech Team stop-motion animation session created amazing mini-films such as an anti-bullying “graphic-novel” movie, a surfer segment, and a cookie munching sequence. In this session participants took an object or a drawing and moved or changed it in small increments between individually photographed frames, creating the illusion of movement when the series of frames was played as a fast sequence. Little Makers explored with play dough. The November craft week was a little quieter than normal with only twenty-two crafters. The Inventors Day for all ages gave 12 participants the opportunity to create their own invention from a variety of recyclable materials. The results were awesome including the creation of a ghost extractor, a jetpack, a multi-drink straw, and a two-way telescope. New this month, the grades 5+ Program Planners met with Heather to plan a December program for younger children. Attendance at Create and Connect nights fluctuates between one and four. The other adult weekly and monthly programs, Cribbage, American Mah Jongg, Friday Morning Group and Classic Movie Night remain popular with attendance ranging from six to 16 depending on the event.

Library run book groups: Eight adults attended the November book discussion of *The Little Paris Bookshop* by Nina George. Book Buzz, the middle grade book discussion group, is struggling to survive. Nobody came this month and September and October were low with two or three attendees. Eleven attended the Magic Tree House Book Club for grades 2 & 3 where they discussed *Mummies in the Morning* by Mary Pope Osborne. The group then made lucky cats and ate crescent mummies.

Photos from programs and the stop-motion animations can be seen on our Instagram account.

December programs include holiday events and the DIY Snow Globes event for grades 3 & 4 created by the grades 5+ Program Planners. Beginning in December, American Mah Jongg will be every Wednesday night in addition to the Tuesday mornings to accommodate those who work during the day.

The Tech Team and Makers Meetings for grades 5+ are attracting a much more diverse audience than previous programming for that age group. Please note that part-time librarian Heather Lindsay used an app on her personal smartphone to run the stop-motion animation session and is using another app to promote library programs on Instagram. The library does not own the equipment needed to do either.

#### **Staff Outreach, Meetings, and Workshops:**

Outreach: Heather and I assisted the GPO with their Veteran's Day centerpieces.

11/9 YALS Meeting: Heather Lindsay - The primary topics of discussion at this meeting covered future topics for meetings and conferences, ideas for book displays, and the Isinglass and Flume book awards. I was able to request that at a future meeting there be a presentation on how to use the wiki for the Flume and Isinglass award so that I may have a better understanding and hopefully be able to promote it more with the middle grade and high school readers. It was also discussed that at the next conference there is interest in a presentation on managing T.A.B.: Teen Advisory Boards to ensure their success. Discussion on book displays revolved primarily around how to promote books with "ugly" covers. Some ideas were "terrible covers", "blind date with a book", "these books got tissues". A resource for teen programming was also shared, [teenservicesunderground.com](http://teenservicesunderground.com). - HL

11/13 Friends Meeting: Denise Grimse – I presented my report and reminded them that the Country View Restaurant fundraiser coupons were upstairs and online along with the Country Farm Candles fundraiser flyers and order forms. I turned in \$25 for the Building Fund. Phyllis had picked up the memberships and book sale money earlier that day. I requested reimbursement for the National Friends Week refreshments, the Halloween parties, and the pizza for the teens. I also updated everyone on the building project. They were eager to help with flyers and signs to promote the project. The group reviewed the Nik & Charlie's fundraiser which raised \$202.13. Deb shared the details of the school's Community Oven fundraiser and raffles.

11/16 SAL Meeting: Denise Grimse – Met with a few other library directors and discussed the Family Search website as an additional genealogy resource, reviewed the group's instant library loan agreement, and discussed the continuance of the SAL website.

11/30 Budget Committee: Denise Grimse and Trustees Marcia McLaughlin and Stephanie Jaggars – Presented the 2018 Library Budget and answered questions.

**Building Maintenance:**

Gutters were cleaned.

Fall yard cleanup included thinning out the underbrush along the lot lines. This work was completed by Paul Hayden and crew from the Town.

Respectfully submitted,  
Denise Grimse, Director