



# WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes  
Children's Room at the Library  
Tuesday, January 9, 2018

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

Meeting                      Start time: 4:30 p.m.                      Adjourn time: 5:50 p.m.

1. Minutes of December 12<sup>th</sup> accepted as corrected.
2. Payroll Review. Dale performed a payroll review. Three trustees signed off on payroll.
3. Sign Checks. Dale signed checks and will make the deposit of all monies.
4. Liaison's Report. At the January 8 BOS meeting, Library Trustees presented an alternate version of library expansion plans (parking, septic and run-off) that took into consideration questions and concerns raised in prior meetings by the Selectmen. Jim reported that following the Library presentation, the BOS voted not to recommend the WPL Warrant Article, #6 on the March 13 ballot. BOS stated their priority for the Town as being safety and its costs to the Town: the need for a new fire station and road repairs.
5. Transactions Review. Monthly transactions for December reviewed and signed.
6. Accepted donations of \$2,080.00. (including: \$500 gift from David Bourrassa Memorial Golf; \$500 gift from Barbara Fitzgerald; \$1000 from the Allayne & Douglas Wick Foundation in Ohio). For discussion in February: how to account for gifts of money to the WPL and how to make them work best for WPL.
7. Director's Report was reviewed. No suggestions from the public for December.
8. Friends of the Library February 12 Meeting – Marcia to attend. Reminder: FOL will be one of three recipients of a percentage of the January profits from sales at Fabulous Find in Kittery.
9. Old Business – Updated 2018 Library Budget. Denise presented to the Town.
10. New Business
  - a. Health Trust Authorized Users. The Trustees gave Director Grimse authority to manage the secure website's health portal.
  - b. 3D Printing Policy. Discussion of the document and patrons being charged \$.10/gram of product.
  - c. Unexpended Funds. \$14,840.45 of the Library's 2017 budget has not yet been spent, but there may be bills yet to pay for end-of-year 2017.
  - d. Annual Town Report is due end of January. Marcia to contribute on need for WPL expansion.
11. Library Expansion Project
  - a. Review of Bramber Green December presentation by Craig and Marcia McLaughlin and Denise Grimse. Attendance: 15-20 residents, mostly supportive of expansion plans. A Bramber Green resident circulated a report of the meeting to all other residents. Question, "Aren't libraries dead?"
  - b. Prepare for March Vote by reaching out to community via mass emails, posters, group meetings.

- i. Hold Open House at the Library – possibly three: on Feb. 3 from 1:00-3:00 pm, cider and donuts after the Deliberative Session (Jonathan and Marcia on duty); on Feb. 7 from 2:00-4:00 pm, refreshment after school (Karen and Marcia on duty).
  - ii. Flyer. Discussion will continue on Feb. 13. Eventual mailing date for week of March 5.
  - iii. Lawn Signs. Jonathan and Scott Prevost of Cowabunga Media working on this with possible assists in graphic design from Heather Lindsay and Hope Weaver.
- c. Fundraising. Karen has research file.

12. Other items that come up after the posting of this agenda: Next WPL Newsletter out on Jan. 27. Submit copy to Denise by Jan. 15.

13. Next Meeting is February 13 at 4:30 p.m. at the library.

Agenda items already identified:

- Accounting for gifts to WPL.
- Update on 3D Printing Policy.
- Prep for March Vote: Flyer, Organizing efforts for door-to-door campaigning.

Respectfully submitted,  
Karen Mason, secretary

## Weeks Public Library Director's Report January 2018

	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>December</b>	2,385	2,850	-16.32%	43	29	219	235
<b>Totals</b>	<b>37,154</b>	<b>38,042</b>	<b>-2.33%</b>	<b>450</b>	<b>351</b>	<b>3,816</b>	<b>3,104</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>December</b>	155	128	221	153	0	5	0
<b>Totals</b>	<b>1,984</b>	<b>1,891</b>	<b>2,165</b>	<b>2,147</b>	<b>17</b>	<b>104</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>December</b>	21	59	5	3	3	78	5	0
<b>Totals</b>	<b>510</b>	<b>335</b>	<b>44</b>	<b>19</b>	<b>113</b>	<b>233</b>	<b>25</b>	<b>24</b>

**Donations:** \$2,080 needs to be accepted and another \$2 needs to be accepted for the Building Fund Checking account to avoid the \$5 monthly fee for inactivity.

**Other Money Received:**

Copies/Faxes: \$20

Lost/Damaged: \$24

**Interlibrary Loan Service:** The server for the Interlibrary Loan module at the State Library in Concord broke on December 6. This has impacted our work flow, our ability to request items for our patrons, and our ability to loan items to other libraries. The server issue has not been resolved at this time. Staff is using several work arounds but all are labor intensive and not as efficient as using the ILL module.

**Events and Classes:**

In November, staff met to plan and coordinate December programs for all ages and interests of the community. The holiday schedule and staff vacations were taken into consideration.

The first grades 5+ Program Planners event, DIY Snow Globes for grades 3 & 4, went well even though lightly attended. The group is eager to plan another event. Two grades 5+ programs ran double sessions in hopes of catching students when they were available after school without much success. A session of cribbage night was moved to a Tuesday night to make up for the night the Library was closed due to the holiday, which wasn't successful, only three attended. Weather and the holidays affected attendance at the fiber arts night, Create and Connect. Two sessions ran and no one attended the December 21<sup>st</sup> session. Story times were very low. Of the three sessions, only one had a small group of three attend. Craft week had 35 crafters over the seven days.

Library run book groups: Six adults attended the December book discussion of *Christmas Eve at Friday Harbor* by Lisa Kleypas and reviewed all the books discussed

this past year. Book Buzz, the middle grade book discussion group had two students attend. While eight attended the Magic Tree House Book Club for grades 2 & 3 where they discussed *Pirates Past Noon* by Mary Pope Osborne. The group then made a field guide, a treasure chest, did an in-library scavenger hunt, and ate jello pirate ships.

**Staff Meetings:**

12/4 Public Information Night: Architect Ron Lamarre, Denise Grimse, and Trustees Marcia McLaughlin, Dale Rockefeller, Karen Mason and Stephanie Jaggars, Building Committee Members Craig McLaughlin and Leonard Schwab - The concept plans were presented and questions were answered.

12/11 Friends Meeting: Denise Grimse and Trustee Marcia McLaughlin – Marcia thanked those who helped pass out flyers for the Informational Meeting, briefed the group on the warrant article, and mentioned upcoming informational presentations at Bramber Green and the Greenland Women’s Club. I reminded the group of the December events they are sponsoring. I turned in memberships, book sale money, book bag money and \$20 for the Building Fund. I also told them that I had not yet received the renewal for the NH State Park Passes. The group agreed to extend the Country Farm Candles fundraiser through Valentine’s Day and Helen Freedman offered to make it an annual fundraiser.

12/13 Bramber Green Presentation: Denise Grimse, Trustee Marcia McLaughlin and Building Committee Chair Craig McLaughlin – The concept plans were presented and questions answered.

12/14 Budget Committee Meeting: Denise Grimse – Presented the updated budget showing income lines increased by \$355 and expense lines, the Books line and the Equipment/Repairs line, increased per RSA 202-A:11,III resulting in no change to the Town Appropriation request.

Respectfully submitted,  
Denise Grimse, Director