

Weeks Public Library Trustees Meeting  
May 15, 2007  
4:30 PM – 5:50 PM

Present: Co-Chair Kate White, Co-Chair; Treasurer and Acting Secretary Adele Wick; Trustee and Building Committee Rep Dale Rockefeller; Selectman and Liason Bruce Dearborn; and Library Director Denise Grimse

Absent: Trustees Julie Gilston and Steve Bishop

1. The Minutes of April 3, 2007 were approved after four proper nouns were (properly) capitalized.
2. The Director's Report was thorough and precise and requires no further comment here except correcting a line on **Donations** and adding a comment to **Security**. Dale Rockefeller donated the sign out front; Pat Walsh donated a sign outside the post office and advertising the Friends' plant and bake sale. Our new Assistant Director validated our hiring choice with her flexibility and imagination in responding to the theft: she quickly substituted "Karaoke Night" for the planned "Dance, Dance Revolution", and it was a great success. Go, Sharon!
3. Dale, our representative on the Building Committee, is continuing to collect bids to modernize our electricity and heating systems. Indeed, one candidate was on site collecting data as we met.
4. Old Business included:
  - a. Revising Personnel Policies, which will be easier with Bruce's offer to send us the Town's policies for our perusal;
  - b. Creating a new Job Description for the Assistant Director, which Sharon will accomplish;
  - c. Revising the Director's Evaluation, a task Kate and Adele will undertake;
  - d. Learning that ALL the chairs have now been renovated; and
  - e. Researching the Federal Tax ID # (FIN) for the Library and the Friends, a chore Adele will research for what we hope are both 501(C)3's.
5. New Business included:
  - a. Discussing the new part-time Library Assistant, Meredith Hoyt, whose flexibility and cataloguing talents were among the many sung;
  - b. Repairing the driveway, which Bruce agreed to undertake, noting that it will cost \$150 if we use Town gravel and \$250 if we do not;
  - c. Fixing up the lawn, with Denise planning to call both Paul Hayden and our current lawn guy, Zach, to make certain their bids are for comparable service; Kate suggesting, and Bruce again agreed to help, putting up temporary posts with string around the newly sown grass around the newly repaired septic tank to allow the former a chance to get established; and
  - d. Cleaning up the branches, another task Kate will undertake, by borrowing a truck "from a relative" and ascertaining whether they comply with any size limit for disposal at the Transfer Station.

- e. Fixing the roof leak, another job for Dale, who will check records and call his contacts in the contracting industry;
  - f. Updating NH Public Deposit Investment Pool and Citizens Bank records and signing authorities, a job for Denise and Adele; and
  - g. Noting two more Trustee Programs – June 7’s “Obtaining Community Acceptance of Your Building Program” in Concord, for which Denise is already registered and Adele will attend if Dale can’t get a representative from the Building Committee, and June 19’s Trustees Seminar, which it is hoped Steve can attend.
6. Other Business included:
- a. Reminding all of the Friends’ Plant & Bake Sale May 19;
  - b. Getting retired trustee Tracey’s Red Book, a task Kate will undertake; and
  - c. Calling retired director Mike in hopes he’ll again donate chili to the P&B sale, this task being assigned to Adele.
7. The Next Meeting was set for June 12, 4:30-6:00 PM, in the Children’s Room.

Respectfully, submitted,  
Adele