

**Weeks Public Library
Trustees Meeting Minutes
Tuesday, April 7, 2009**

Present: Adele Wick, Kate White, Mark Fodero, Dale Rockefeller, Denise Grimse, Julie Gilston

Meeting start time: 4:45pm

1. Approve minutes: The minutes of the March 17th meeting were approved after corrections were made.

2. Director's Report: Circulation continues to be up and the Library continues to be very busy. The March programs were very well attended. Sharon attended a workshop on resolving employee behavioral problems. There was a conference on reviewing new employment laws and personnel procedures that Denise attended. Susan MacDonald attended the CHILIS conference, it outlined materials for children programming.

3. Accept Donations: Donations of \$21.00 were accepted by the Trustees. A grant for \$404.14 used for programming was accepted as well.

4. Old business:
 - a. Teen advisor to the board: Sharon will have teens interested in the teen liaison trustee position submit an essay explaining why they would like to be selected for the position.
 - b. Overdraft protection: Mark and Adele will review the options for a better overdraft protection plan.
 - c. Personnel manual updates: The proposed policy changes were accepted by the Trustees.

5. State Report: The report for the state was signed by Adele and Kate and the report will be sent to the State.

6. Maintenance contracts: The Dowling contract, which services the furnace, was signed for another year. The new rate is \$289.00

7. Building/Maintenance: Awaiting more information on the new town maintenance person.
 - a. lawn repair
 - b. Gutter repair: Denise will contact the person responsible for this work.

- c. spring clean up scheduled for Friday, April 17 with Berwick Academy Students
 - Rakes, brooms and cookies needed. The trustees will bring in equipment needed, as well as some cookies.

- 8. Summer Celebration/Hussey Race Day: Saturday, July 18: It was decided that activities will be held at the library.
 - a. Book sale at the library 9am-3pm
 - b. DDR at the library Noon-3pm
 - c. at the Green craft table and Trustees frozen t-shirt contest 4-5pm

- 9. Next meeting: the next meeting will be May 5th 2009 at 4:30pm

Adjourn time: 5:30pm