

**Weeks Public Library
Trustees Meeting
Minutes
Tuesday, May 11, 2010
4:30pm**

Weeks Public Library Trustees Meeting Minutes Tuesday, May 11 4:30pm

Present: Vaughn Morgan, Dale Rockefeller, Mark Fodero, Adele Wick, Donalee Brothers, Kate White, Denise Grimse. Absent: Julie Gilston, Ashlie O'Brien

Meeting start time: 4:35 p.m.

1. Minutes of April 6 meeting accepted as amended.
2. A \$50 gift was received in memory of Rita Evans. Unanimous vote to accept donations in the total amount of \$106.
3. Director's Report: Kate asked if it would be possible to attached the front sheet of the Director's report to the minutes since so much information reflecting how busy the Library staff are is included there. Denise will see if she can format same.
4. Checks were signed by Treasurer, Adele Wick.
5. Old business:
 - a. Board appointments: Alternate Trustee, Donalee Brothers, has confirmed with Town Clerk that her term does not expire until 3/2011. Ashlie O'Brien has served as teen advisor this year. Sharon will ask teen group if anyone would like to replace her in this position.
 - b. Voted to increase the pay rate for substitute staff person by same 1.5% increase of last budget which brings it to \$11.08/hr. Substitute (Becky) has not had to be called upon for assistance up to this time.
 - c. With assistance from Detective Kurkul some missing DVDs have been successfully recovered. Security of the DVD collection remains a continued problem due to limited space. Vaughn states he is still committed to working on a possible solution.
 - d. With suggestions, Denise has revised the WPL Mission Statement and it was approved with one change (omit 4'strives to" add "provides").
 - e. Planning for a fund raiser spaghetti dinner continues. Likely to be held closer to fall. Len Fitzgerald has agreed to the use of the Vet's Hall. Vaughan reports that will allow for of a capacity of about 70 persons and that Paul Hayden is willing to assist in the kitchen with the stove.
 - f. Julie reports that Morin has given a \$100 estimate to repair the Winsor chair. Adele's motion to have this done was seconded and approved.

- g. Exterior Painting is needed on the Library trim woodwork. Dale will look into when this was last done and get estimates.
- h. It as suggested that Charlie Cummings might replace the AC cover. Vaughan will ask him and let him know that Dale has plywood for the job.
- i. Denise and Sharon asked for ideas to make the Library visible in the upcoming Memorial Day Parade. Since time is short and none present knew of any involvement Kate will talk to Shelia Pratt for more information and let others know.

6. New items:

- a. The Library will close on Thursday, May 20 at 6:00 p.m. for a staff development session. Vaughan may try to get a group picture of Library staff at this time.
- b. An error occurred in computing the payroll which has required additional work with the IRS and ADP to make corrections. Over payments to staff have already been paid back or are being paid back in installments. Denise had adjusted the software to lessen the likelihood of a similar error.
- c. The NHL TA Conference on May 3 was attended by Denise, Kate and Joanne Duncanson. Denise gave a brief report on 2 sessions: one on library security and the other on labor laws.
- d. Two Trustees Workshops are coming up:
 - i. NHLTA Spring Orientation at Lane Library in Hampton - Mark and Donalee may attend
 - ii. DOJ Library Trustees Session June 3 in Concord
- e. The Friends Plant and Bake Sale with Chili Luncheon is Saturday, May 15 from 9am-1pm. Dale reported that chili and cornbread providers are all set.

7. Other:

- a. Adele asked if we could get clarification as to how much assistance we can expect from the Town Property Manager especially relative to spring and fall cleanup. Vaughan suggested that Denise check with Karen well in advance of needs.
Denise reported that heavy rain had made the sidewalk in front of the Library very unstable and Paul Hayden was called to look at it. Vaughan stated that the Town sidewalk project called for eventual replacement and hopefully this will be completed within the next year
- b. Weeded books to be available at the book sale in July are crowding Denise's garage. Donalee offered to take additional books for storage

8. Next meeting: June 8, 2010, 4:30 p.m.

Adjourn time: 6:00 p.m. to look at sidewalk condition.

Director's Report follows.

Weeks Public Library Director's Report May 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	2010
January	2,917	3,025	-3.57%	18	18	189	155	84	56	
February	3,270	3,167	3.25%	34	27	288	239	74	52	
March	3,636	3,072	18.36%	35	27	325	323	92	60	1
April	3,544	3,258	8.78%	36	25	387	253	81	61	5
YTD Totals	13,367	12,522	6.75%	123	97	1,189	970	331	229	6

2010	Learning Express	Mango Languages
March	8	7
April	6	7

Donations: \$106.00 needs to be accepted.

Programming: April programming included two visits by Sharon Taylor to the school, a poetry hoot for adults, a slide presentation on Life in Paris, a TAB meeting, a no-bake bake-off for the teens, eight drop-in craft days, story times and the Scooby-Doo marathon during spring recess week. The Scooby-Doo marathon was well attended each day and a lot of fun for everyone. May programming includes another one-stroke painting class, a lecture on Dr. Sherlock Holmes presented by a Professor James Krasner of UNH, a Rock 101 night for the teens, a plant and take day and story times. Great programs planned for June include a ghost program, a Fancy Nancy party, a lecture on Criminal Homicide and of course Cow Day.

New Card Catalog System: The web-hosted Atrium card catalog system was ordered through Book Systems, Inc. A new receipt printer and a wireless scanner were ordered through Dell. The staff is collecting data for the migration team. No launch date set.

Meetings, Workshops and Conferences:

4/5 Skinny Books Book Talk at GCS: Sharon Taylor – Presented thin books to 7th and 8th graders.

4/9 Great Stone Face: Susan MacDonald – The group finalized the list of titles for 2010-2011.

4/12 Selectmen's Meeting: Ashlie O'Brien and several TAB members – Presented the National Library Week proclamation to the Selectmen for signing.

4/12 Friends: Sharon Taylor and Dale Rockefeller – Members voted yes to asking for plants and other gardening items in the library newsletter and BookBytes. Specific tasks for the plant sale were assigned. The Friends decided to revisit the request to purchase the telescope after the Plant sale. Joanne Duncanson will attend the New Hampshire Trustees Association Conference in Portsmouth on May 3.

4/16 GCS Talent Show: Sharon Taylor – Attended the annual talent show.

4/19 Poetry Talks at GCS: Sharon Taylor – Conducted a class on poetry for 6th graders.

4/21 Summer Fun & Jason's Run: Sharon Taylor – Town support for some expenses was discussed. The committee is searching for an agency to run the frozen t-shirt contest and a texting contest. The Week's Brick House will have a tractor on the Green and food and antique tractors at the Brick House. Participation applications will clarify setup times for the day.

4/22 YALS: Sharon Taylor – Librarians met to discuss teen programs and teen books. The group voted to purchase books for the professional shelf at the State Library.

4/23 Making the Most Out of Google: Sharon Taylor – Learned about features and tools in Google to assist with questions from patrons.

4/23 Seacoast Coop: Denise Grimse – Todd Ladd and Judy Haskell from Hampton Falls helped the group with disaster planning and the dPlan website.

4/27 Audiobooks and eBooks Training: Sharon Taylor and Meredith Hoyt – This hands-on workshop covered all of the ins and outs of installing, using and troubleshooting the NH Downloadable Audiobooks service.

4/27 CLOS: Susan MacDonald – Susan presented our preliminary plans for summer programming to the group. Learned that most other libraries are hiring entertainers and not running staff planned programs for all the different ages.

Building: Students from Greenland Central finished the raking while Trustees Kate White and Adele Wick trimmed the yews at the corner of the building. Karen Anderson was notified of the hazardous sidewalk situation.

Respectfully submitted,
Denise Grimse, Director