

**Weeks Public Library Trustees Meeting**  
**Minutes**  
**Tuesday, June 8, 2010**

Present: Vaughan Morgan, Denise Grimse, Kate White, Dale Rockefeller, Donalee Brothers, guest, David McNeil, late arrivals Mark Fodero and Sharon Taylor. Absent: Julie Gilston, Adele Wick.

Meeting start time: 4:35 PM

1. The minutes of May 11, 2010 were accepted with corrections.
2. Chair recognized David McNeil representing his son to present Brayden's proposed Eagle Scout project. The project is a plan to construct a canopy cover for the handicap ramp and to make any necessary repairs to the ramp. After discussion, the Board approved the project concept and co-chair Rockefeller signed the proposal which Brayden will forward to the Daniel Webster Council. Board will meet with Brayden and his architect for further discussion of plans and building specifications before final approval.
3. Donations of \$113 were unanimously accepted.
4. Vaughan Morgan asked if business requiring Selectman input could be early on the agenda since he has a commitment immediately after the Trustees' meeting. He reported that Brayden had attended the Selectmen's meeting and that they had no concerns with his proposal. He also asked for feedback concerning the Memorial Day parade. All who attended agreed that it went very well and that they were pleasantly surprised at the large turnout.
5. Director's Report: The Library continues to be very busy with circulation up and May programs well attended. Audio books are "flying off the shelves" and Learning Express and Mango Languages are also popular. Staff have been busy setting up the summer reading programs. Denise will be assisting Susan with the children's program through the summer. In order to continue adult and children's programming at current levels additional staff would be needed.
6. Old business:
  - a. Exterior Painting - Dale has the information needed and will pursue having the trim scraped and painted as necessary.
  - b. Kate White signed checks
  - c. Group Photo was taken by Vaughan; unfortunately sans Trustees Gilston and Wick.

7. New business:

- a. Board accepted a letter of resignation from teen advisor Ashlie O'Brien.
- b. The Library will be closed on August 4th from 10AM to 4PM for staff to participate in Atrium Training, from 9AM to 4PM. Library will be open 4PM to 8PM.
- c. Learning Express is offering a special price (\$450) on a Computer Skills Tutorial program for a short period of time. Denise is determining if there is money available to take advantage of this program which would provide tutorial help in basic programs such as word processing and Excel.
- d. Cigarette trash is a continued problem particularly near the ramp area. Denise has looked into types of containers available. Mark offered to follow up on purchasing same which hopefully will improve this situation.
- e. Sharon reported that a resident who noticed that the door of the glass cabinet does not shut properly has offered to repair it.
- f. Fund Raising Ideas: Denise has purchased (\$60) the chairs built by Charlie Cummings. They are at the MacDonald's being decorated and will raffled off on July 17. It was decided that \$5.00 (3 for \$12.00) was a reasonable ticket price. Denise discussed asking the Friends about a jewelry fund raiser offered by a resident. Some concern was raised over the precedent this might set if held in the Library.
- g. Trustees Activity at Summer Fun & Jason's Run: Mark & Dale will host the frozen T-shirt race again. The book sale will be held at the Library.
- h. Mark is working with a resident to create a cow to advertise Cow Day tentatively scheduled for June 29 if weather cooperates.

8. **Next meeting: July 13, 2010**

Adjourn time: 6:10 PM

Respectfully submitted: C. White, Sec.

Director's Report follows:

## Weeks Public Library Director's Report June 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books		
	2010	2009		2010	2009	2010	2009	Audiobooks	eBooks	2010
<b>January</b>	2,917	3,025	-3.57%	18	18	189	155	84	56	
<b>February</b>	3,270	3,167	3.25%	34	27	288	239	74	52	
<b>March</b>	3,636	3,072	18.36%	35	27	325	323	92	60	1
<b>April</b>	3,544	3,258	8.78%	36	25	387	253	81	61	5
<b>May</b>	3,124	2,878	8.55%	16	20	150	192	94	58	3
<b>YTD Totals</b>	<b>16,491</b>	<b>15,400</b>	<b>7.08%</b>	<b>139</b>	<b>117</b>	<b>1339</b>	<b>1162</b>	<b>425</b>	<b>287</b>	<b>9</b>

2010	Learning Express	Mango Languages
<b>March</b>	8	7
<b>April</b>	6	7
<b>May</b>	14	7
<b>YTD Totals</b>	<b>28</b>	<b>21</b>

**Donations:** \$113.00 needs to be accepted.

**Programming:** May programs were well attended and everyone enjoyed themselves as always. The adults attended the monthly book discussion, the one-stroke painting class and the Dr. Sherlock Holmes lecture. Programs for children included story times and a plant and take program. The teens rocked the building at the Rock 101 program which featured 2 local teen bands. The two kindergarten classes from GCS visited for story time. Summer Reading began for the adults on the Memorial Day weekend. The monthly TAB meeting was canceled.

The teen summer reading program began June 1. Some June programs have already run; a story time session, the Ghost Quest lecture, a Friday Morning Group gathering, the Fancy Nancy Party, the first Red Cross Babysitting Class and a cribbage night. The remaining June programs include more story times, cribbage nights and Friday Morning Group gatherings, a TAB meeting, the second Babysitting Class, the monthly book discussion, the School's Out Celebration, a lecture on Criminal Homicide presented by professors from UNH and of course, Cow Day.

Staff has been putting the final touches on the summer reading programs. This week the staff is visiting several classes at the school to promote the different programs. Susan MacDonald has planned the "Make a Splash, Read!" children's program and Read-to-Me program. Denise Grimse arranged the Make a Splash 5<sup>th</sup> & 6<sup>th</sup> grade program. Sharon Taylor planned the Make Waves @ Your Library teen program. Meredith Hoyt will assist Susan at the Tuesday morning children's programs and Denise will assist at the evening programs. We have been planning for months and are eager for the fun to begin at the School's Out Celebration.

**Collection:** We have a trial subscription to Britannica Online. The link is set-up on our homepage. The trial runs through July. Sharon Taylor is attending a training webinar in June.

**New Card Catalog System:** A training date was requested and the completed data sheets will be sent in soon. The donated computer is being set-up.

**Meetings, Workshops and Conferences:**

5/3 NHLTA Conference: Denise Grimse, Kate White and Joann Duncanson – Sessions attended: Safety in the Library, NH Labor Laws, Replacing the Piggy Bank, Cyber Crime Fighters, Let's Be Friends, Fund Raising, and The Value of Volunteerism.

5/6 Ready Reference on the Run: Meredith Hoyt – Explored free sources on the Internet for answers to reference questions.

5/10 Friends: Sharon Taylor and Dale Rockefeller – The final details for the plant sale, bake sale and chili luncheon were discussed.

5/11 Labor Law Training: Denise Grimse – Cynthia Flynn from the NH Department of Labor reviewed labor laws most often violated by employers and fielded questions from the group.

5/13 NHLA Conference: Susan MacDonald – Attended the Catherine Redden Lecture: "The Library: Is there an App for that?", Michael Sullivan's lecture on What is Boys' Lit? (And What's Wrong with it Anyways?) and New Children's Literature, 2009-2010, which provided an overview of some terrific new children's books. Susan also presented the 2009-2010 Great Stone Face winner and the 2010-2011 titles at the Great Stone Face Tea.

5/14 NHLA Conference: Denise Grimse – Attended the sessions on NH's Right-to-Know law, Construction Project Planning, Learn Technology Like a Teen, and Supervising Employees in Stressful Times.

5/15 Friends Plant Sale, Bake Sale and Chili Luncheon: Denise Grimse, Sharon Taylor, Kate White, Donalee Brothers, Dale Rockefeller and Mark Fodero – Assisted the Friends at their annual fundraiser.

5/19 Learning Express Tutorial Webinar: Denise Grimse – Reviewed the many learning features of the new online database.

5/20 Staff Development Meeting: Denise Grimse, Sharon Taylor, Susan MacDonald, Lee Atkinson, Meredith Hoyt, and Elaine Molleur – We reviewed security procedures, shelving rules, summer reading program plans and patron registration procedures. We also updated the processing manual and briefly viewed the Learning Express and Mango databases.

5/21 NH Educational Media Association Conference: Susan MacDonald – Attended an authors session featuring Roland Smith, a children's fiction and YA author and Kathy Mallet, a picture book author. Susan attended "What's a Graphic Novel Anyway? How to use them" which provided good title suggestions for K-4<sup>th</sup> grade. Susan also presented the 2009-2010 Great Stone Face winner and the 2010-2011 titles at this second session of the Great Stone Face Tea.

5/24 Weeding and Promoting Children's Collections: Susan MacDonald – Attended the first of two workshops on how to weed the children's collections.

5/26 Newsbank Training: Denise Grimse – Learned more about the online newspaper database provided by the State Library.

**New racks:** Acquired new racks offered by the Langdon Library in Newington. We are

using one rack in the entrance way for community and local information. We are looking for a use for the second rack, if it is not needed by Langdon.

**Building:** The ramp needed some repairs. Fortunately, Kevin Glancey was available to re-attach a board. Another board needs to be secured.

Respectfully submitted,  
Denise Grimse, Director