

## Trustees Meeting Minutes Tuesday, July 13, 2010

Present: D. Grimse, D. Rockefeller, M. Fodero, C. White, D. Brothers, V. Morgan  
Guests: Brayden Mc Neil, Robert Lenahan. Absent: J. Gilston, A. Wick.

Meeting start time: 4:35pm

1. Brayden McNeil and architect Bob Lenahan presented Brayden's proposed Eagle Scout project. Co-chair Rockefeller expressed concerns of safety regarding the condition of the present ramp and asked if the project could be to replace the ramp rather than building a cover for it. Brayden stated that this would represent a major change in the proposal he has submitted to the Council.

[ No one present knew when the present ramp was built.] Co-chairs Fodero and Rockefeller, Brayden and architect Lenahan suspended the meeting to study the structure and condition of the ramp. After discussion, it was agreed upon that Brayden could continue with his project as long as:

- A) replacement of the ramp from posts up was made with new materials,
- B) ramp is ADA compliant and approved by the building inspector, and
- C) library staff has adequate notice of when and for what period of time the ramp would be unusable so that patrons can be notified.

Board members agreed to call a special meeting before the regularly scheduled monthly meeting if necessary to deal only with this project.

2. The Minutes of June 8, 2010 were approved with corrections.
3. Donations of \$26 were accepted.
4. The Director's Report was accepted with one correction. Highlights include: the Library continues to be extremely busy and programs well attended; the Greenland Women's Club is providing 4 buttons for Prescott Park events which may be borrowed for an evening and returned by 10:00 AM the following day.

Denise attended a very informative program on library and budget laws. Of particular interest to Library Trustees:

- A) When a quorum of trustees meets with another committee, the meeting should be posted.
- B) When an alternate is voting in place of an absent trustee the minutes must indicate same and for whom the alternate is voting.

Several Stratham patrons have utilized the Library while Wiggin Memorial Library undergoes renovations. One remarked "Wow! You're tiny but you've got the right stuff!" Kudos to WPL.

5. Checks were signed by C. White.

6. Old business:
  - a. Exterior Painting Update: Dale has contacted Pat Mulligan who did the last painting and he will be at the Library on Friday 07/16 to look at the job.
  - b. Cigarette Trash Container Update: Mark has investigated containers and prices. It was decided to try a sand pail. Mark and Donalee will provide needed materials.
  - c. Book Sale staffing is need for 07/17. Joan and Steve Bishop will help in the morning. Kate and Donalee will help with setup on Friday and at the Library on Saturday.
  - d. Trustees' Activity at Summer Fun Jason's Run will be the frozen T-shirt contest run by Dale and Mark.
  - e. Fall Fundraising Events as proposed will include a spaghetti supper and a Lia Sophia jewelry party. Exact dates and locations are as yet undetermined. Probably mid October and November at the Vet's Hall.
7. New business:
  - a. Trustee Rep to Friends will be done on a rotating schedule. Kate will attend August meeting, Dale in September.
  - b. Denise brought copies of the results of the 2007 Survey Results Review to indicated where positive changes have been made and asked Trustees to review for other suggestions. A follow-up survey should be done in 2012.
  - c. Dale received the 2010 CIP information request from the Planning Board and is completing it.
  - d. Donalee agreed to be available to assist staff in August when Denise has to be away from August 12 - 18 and Elaine on August 11 & 12.

8. Next meeting: August 10, 2010 at 4:30 PM

Adjourn time: 6:10 PM

C. White, Sec.

Director's Report follows:

# Weeks Public Library Director's Report July 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>June</b>	3,964	3,767	5.23%	31	34	633	616	92	96	9
<b>YTD Totals</b>	<b>20,455</b>	<b>19,167</b>	<b>6.72%</b>	<b>170</b>	<b>151</b>	<b>1,972</b>	<b>1,778</b>	<b>517</b>	<b>383</b>	<b>18</b>

2010	Learning Express	Mango Languages
<b>March</b>	8	7
<b>April</b>	6	7
<b>May</b>	14	7
<b>June</b>	8	16
<b>YTD Totals</b>	<b>36</b>	<b>37</b>

**Donations:** \$26 needs to be accepted.

**Programming:** June was busy with school visits to promote the summer reading program, continuing programs like Story Time, Cribbage Night and the Friday Morning Group along with special monthly programs. Thirteen children successfully completed the American Red Cross Baby-Sitting class. The Ghost Quest lecture attracted 20 people, Fancy Nancy had 20 girls and caregivers, Criminal Homicide brought in 18 people, and Cow Day attracted 188 children and adults. The School's Out Celebration only attracted five children this year. Story Time continues to be very well attended on Thursday mornings attracting 13 to 22 children and caregivers each time. the Teen Advisory Board met with nine members present. They voted to do a Bake Sale for Summer Fun & Jason's Run. Summer programming is off and running.

**Stratham Patrons:** Several patrons from Stratham have visited to pick up materials while the Wiggin Memorial Library undergoes renovations. Total checkouts to these patrons totaled 17.

**Collection:** LearningExpress Library now includes the Computer Skills tutorials. The tutorials cover Office Applications: Access, Corel Word Perfect, Excel PowerPoint, Outlook, and Word; Operating Systems: Windows XP, Vista and Mac OSX; and Design & Studio Applications: Adobe Flash, Adobe Illustrator, Adobe Photoshop, and Microsoft Project, SharePoint Designer and Visio.

**New Passes:** The Greenland Women's Club is sponsoring Prescott Park Arts Festival this year. With their contribution they receive 4 buttons to attend events without paying the suggested donation. The library will take reserves and check out the buttons to residents.

**New Card Catalog System:** Staff is reviewing the migrated data. So far all looks fine.

**Meetings, Workshops and Conferences:**

6/3 DOJ Library Trustees Session: Denise Grimse - Terry Knowles, Assistant Director Charitable Trusts Unit, updated attendees on library and budget laws. Much discussion ensued over raising money for a new libraries. Best approach is to make use of the Friends 501 c3 status especially if the donor wishes to remain anonymous. Anne Edwards, Associate Attorney General and Interim Director Charitable Trusts Unit, reviewed the updated Right-to-Know laws and presented procedures including handling requests for information, meetings and the posting of meeting dates. Interesting items: When a quorum of Trustees meets with another committee, the meeting should be posted. When an alternate is present as a voting Trustee to make a quorum, the minutes must note their presence and who they are replacing.

6/7 Weeding and Promoting Children's Collections: Susan MacDonald - Attended the final session of the two-part workshop on how to weed the children's collections. As a result, Susan was able to skillfully delete many out-of-date items from her nonfiction collection.

6/8 & 6/9 School Visits: Denise Grimse and Susan MacDonald - Visited classes at GCS to promote the summer reading program.

6/8 Volunteer Tea: Sharon Taylor - Responded to an invite by Andrea Prieto, language arts teacher from the Greenland Central School to attend the Volunteer Tea. The Tea is an annual event to honor volunteers.

6/11 School Visits: Sharon Taylor - Visited grades 6 through 8 at GCS to promote the teen summer reading program.

6/14 Friends: Denise Grimse, Kate White and Sharon Taylor - The Friends held their annual meeting. Frannie Schwab was reelected president and Phyllis Picha, treasurer. Deb Bauder was nominated for secretary. The plant sale fundraiser was reviewed. The event made \$1,765. Frannie suggested changes for next year: only pre-selling plants like herbs and geraniums to eliminate the guess work and large number of unsold items; also maybe a chili dinner. Donated plants from Friends gardens would still be sold.

6/17 Britannica Online Webinar: Sharon Taylor - Learned more about the encyclopedia now available on the library's home page on a trial basis.

6/23 Summer Fun & Jason's Run Meeting: Sharon Taylor - During this meeting, signage was discussed, tables and chairs, how much money the timing costs and what to do with extra monies sent in with registrations.

6/30 Summer Fun & Jason's Run Meeting: Sharon Taylor - During this meeting bands were discussed, how long they should play, speaker problems and how to resolve, golf cart availability and use, where to place signs, t-shirt design and community organization participants.

**Building:** The glass cabinet doors were repaired.

Respectfully submitted,  
Denise Grimse, Director