

WEEKS PUBLIC LIBRARY
Trustees' Meeting Minutes
Tuesday, November 8, 2011

Present: D. Rockefeller, M. Fodero, A. Wick, J. Gilston, C. White, D. Brothers,
D. Grimse

Meeting start time: 4:35 pm

1. No Selectman's Report.
2. No Teen Advisor's Report. V. Davies has expressed an interest in continuing as Teen Advisor but has been busy with school and is unable to attend.
3. The minutes of October 11 were accepted as written.
4. Donations of \$45 were accepted as well as \$225 from a NH Humanities Council grant for the November speaker.
5. The Director's Report was discussed and accepted as written.
6. J. Gilston reported on the Friends' Meeting on October 13 as included in the Director's Report. \$174 was realized from the spaghetti supper which was well attended despite bad weather. A. Wick will attend the Friends' Meeting on Thursday, November 10th. Board representation to the December meeting is yet to be determined.
7. Checks were signed by A. Wick.
8. Payroll preview and review was completed and signed by Co-chairs Rockefeller and Fodero.
9. Old Business:
 - a. The bill of sale for the old copier has been received. M. Fodero will investigate worth and cost and availability of related consumables to determine a fair market price before making it available for sale.
 - b. Director Grimse has purchased Microsoft Office 2010 and a Dell computer and to replace the circulation computer for a cost of \$1,073.
 - c. After further research we will not pursue Ancestry.com as a Library offering due to the cost of the several programs needed for a complete genealogical search.
 - d. D. Rockefeller was reminded of the need for a cover for the AC unit.
 - e. Per policy a leave of absence was granted to a part time employee in June. In light of the fact that she will continue to be unavailable for considerably longer D. Grimse requested additional help with staffing. After discussion the Board voted to authorize the Director to hire a temporary Library assistant as needed, at a rate of not more than \$11/ hour for 3 hours a week and one

Saturday (4 hours) a month.

10. New Business:

- a. Mileage reimbursement of \$166.06 for the Director was approved.
- b. The Director has received a resignation letter from the president of the Friends of the Library. B. Marks will take it to their meeting.
- c. A website redesign to a content management type site at a cost of \$6/per month was approved. The present website limits access to one computer at a cost of \$35/ per month. During the transfer time the website might be down for 24 hours.
- d. The continuing problem of overdue books and materials was discussed. Some patrons with outstanding materials cannot be tracked down. Lost books from interlibrary loans are of particular concern. Since confidentiality issues protect transient residents at New Generation A. Wick agreed to write a letter of concern to the Program Director to determine a method which allows the Library to meet their needs and also protects the Library from losses.
- e. Two chairs require spindle repair and B. Marks has volunteered her husband's service.
- f. A. Wick has forward a letter in support of the interlibrary loan van to M. York and the local newspaper.

11. Building issues:

- a. Hourglass Windows Cleaning will clean the gutters on November 16.
- b. D. Brothers and C. White will rake and trim shrubs around the Library November 9.
- c. The fire extinguishers are checked and back in place.
- d. D. Grimse will look into complete home surge protection. Three power adaptors have been lost due to power surges.

12. Next Meeting: Tuesday, December 13, 2011.

Adjourn Time: 6:10 pm

C. White, Sec.

Director's Report follows:

Weeks Public Library Director's Report November 2011

	Circulation		Change	Number of Events		Event Attendance	
	2011	2010		2011	2010	2011	2010
January	3,439	2,917	17.9%	20	18	177	189
February	3,277	3,270	0.21%	33	34	327	288
March	4,047	3,636	11.3%	35	35	315	325
April	3,725	3,544	5.11%	38	36	322	387
May	3,338	3,124	6.85%	20	16	188	150
June	4,128	3,964	4.14%	38	31	631	633
July	4,463	4,480	-0.38%	34	35	416	439
August	4,671	3,856	21.14%	26	25	233	216
September	3,627	3,315	9.41%	19	30	222	315
October	3,652	3,455	5.70%	34	31	392	359
Totals	38,367	35,561	7.89%	297	291	3,223	3,301

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2011	2010	2011	2010
	2011	2010	2011	2010				
January	129	82	14	NA	4	NA	6	NA
February	80	74	13	NA	13	NA	11	NA
March	116	95	31	1	4	8	8	7
April	108	77	19	5	8	6	7	7
May	115	91	28	3	3	14	3	7
June	99	86	33	9	1	8	1	16
July	94	84	48	18	0	2	0	2
August	109	93	44	13	0	0	1	0
September	103	94	39	18	0	0	4	6
October	103	95	38	8	2	7	4	2
Totals	1,056	871	307	75	35	45	45	47

Donations and Grants: \$45 needs to be accepted in donations. \$225 needs to be accepted from the New Hampshire Humanities Council.

Events and Classes:

October was busy with events and classes for all ages including fundraising events for the Friends. Jasmine, the therapy dog-in-training, was a big hit at story time. We had a super busy Halloween craft week which featured loads of ghostly crafts. The TAB group discussed books, music, and thematic movie weeks. Pre-school students from the Greenland Central School came for a morning visit which included a tour and a story. The NHC program, "Your Hit Parade", hosted by the Friends was well attended by residents. Everyone enjoyed the music and interesting facts. The Friends' second annual spaghetti dinner was held at the Vet's Hall the next night. Many residents came out on the stormy rainy night to enjoy the special meat sauce and homemade desserts. Also that evening, the Friends' drew the winner of the fall raffle, a Lia Sophia necklace. The teen Survivor Challenge night only had a small group of 4 teens participate, but they all had a good time with the challenges. A spooky flashlight story night attracted a group

of eight brave patrons. The annual children's Halloween party featured several witch crafts and a witch movie. Bridge nights were added in October for adults and will continue in November. The group meets every Monday in the Children's Room. Cribbage on Monday nights, which is held upstairs, and the Friday Morning Group continue to be well attended. Two computer tutoring sessions were conducted in October.

November events includes a NHHC presentation on Russian nesting dolls; a book discussion featuring the nonfiction title, Mayflower by Nathaniel Philbrick; several afternoon events for grades 5 and up featuring a movie, crafts and gaming; the TAB meeting and a teen open mic night; Thanksgiving craft days; and the two story time sessions. Also One-on-One Computer Tutoring sessions are available to patrons throughout the month.

Meetings, Workshops and Conferences:

10/7 Reads Fall Conference: Denise Grimse – The fall conference focused on rethinking library reference and nonfiction collections. Especially interesting was the use of book store headings for the nonfiction collection. Donna Gilbreth, from the State Library, reviewed the genealogy resources at the State Library.

10/13 Friends' Meeting: Becky Marks and Trustee Julie Gilston – The group discussed scheduling a Lia Sophia fundraising party. They accepted the pampered chef donation for the November raffle. Final plans for the spaghetti dinner event included drawing the Lia Sophia raffle winner, having membership forms available and soliciting signatures to support the state van service. Mark Willis agreed to introduce the speaker for the Friends' NHHC program. The group selected a tote bag to sell as a fundraiser. They also talked about 2012 NHHC event choices.

10/14 Great Stone Face Meeting: Susan MacDonald – The group met to discuss titles brought to the September meeting and shared additional title suggestions.

10/20 Fall CHILIS Conference: Susan MacDonald – The conference had a great list of programs this year. Also there were great book and music displays to peruse. Lita Judge, a New Hampshire author, presented her newest book. She also talked about her books which tell stories about different events that happened around the world and in her own backyard.

Allison Aldrich and Hunt Smith gave a musical presentation which demonstrated how to tell stories through and with music for young children. The winner of the 2011 Great Stone Face Award was Murder at Night by Avi. Avi was invited to come to NH to accept the award. He did come and it was a thrill to meet him. His speech was about how his works come to life, where many of his ideas spring from, and how family stories can become good books. It was a great treat to listen to him talk about his work.

10/24 EBSCO Student Databases Webinar: Becky Marks – Viewed the archived session of the September webinar which focused on the Student Databases available through the State Library. The webinar profiled the updated interfaces, searching tips and content.

10/25 Library Management Workshop: Denise Grimse – This workshop was offered by the State Library and NHLA. Mary White, the Library Director of Howe Library in Hanover, facilitated the workshop. Topics covered included library budgets, personnel, governance and building issues.

10/28 Seacoast Coop: Denise Grimse – Ethel Himmel, a consultant hired by the State Library to assist with the next LSTA grant, queried the individual libraries represented on the impact of the various services currently provided by the grant. Bobbi Slossar, from the State Library, then presented updates to the NH Downloadable Books Service, including Kindle formats.

Online Services: Kindles and Kindle apps are now compatible with the NH Downloadable Service.

Building: The timer for the rear exterior light will be changed out when the stairway emergency light is installed. The town did not plow or shovel the library property after the late October nor'easter. Plowing must have been done by the church's snow removal service. Staff chopped away at the frozen snow.

Respectfully submitted,
Denise Grimse, Director