

Trustees' Meeting
Tuesday, June 12, 2012
Minutes

Present: Dale Rockefeller, Julie Gilston, Donalee Brothers, and Denise Grimse, Mo Sodini. Absent: Kate White, Adele Wick, Selectman Rep, and Teen advisor Rep.

Meeting start time: 4:30 PM

1. Approve Minutes: The minutes from the May meeting were approved with amendments. It was brought to our attention by Mo Sodini that the minutes should be sent to the Librarian. She can then email them to the trustees. When submitting corrections to the minutes we should only respond to the Librarian. Do not select reply all when submitting minute corrections.
2. Selectman's Report: The selectman representative was absent.
3. Teen Advisor's Report: Absent from the meeting.
4. Accept Donations and Grant Funds: Donations of \$30.00 was accepted. There was a donation of \$250.00 in Grant money that was accepted.
5. Director's Report: The Directors report was reviewed. Highlights of the report noted that May was a very busy month at the Library.
6. Trustee Review of Friend's Annual Meeting: Adele Wick was not present to report on the meeting that she attended.
7. Sign Checks: Adele Wick will sign the checks when she returns from vacation.
8. Payroll Review: Dale Rockefeller reviewed Payroll.
9. Approve Mileage Reimbursement: Approved by Dale Rockefeller
10. Old Business
 - a. New Generation Residents' Library Privileges: A policy is being written on procedures to allow the residents of New Generation to use the Library.
 - b. Review Policies: The behavior policy was reviewed and accepted as amended.
 - c. 2012 Survey Questions: The trustees worked on a Survey that will be mailed to the Greenland citizens in the fall.
11. New Business
 - a. Safety Committee Recommendations
 - i. Light for driveway: Denise will talk to an electrician to review options for better lighting.
 - ii. Repairs to driveway: Working with Paul Hayden regarding this issue.
 - b. Alternate Trustee: Mark Fodero will be asked to be an Alternate Trustee.
 - c. Cow Day Volunteers and Supplies: Discussed needs.
 - d. Summer Celebration, Saturday, July 21: T-shirts are needed for this event.
 - e. Fall Spaghetti Dinner: Discussion began about the spaghetti dinner. A date will be selected in the early fall.
12. Next Meeting: July 10th 2012

Director's Report follows:

Weeks Public Library Director's Report

June 2012

	Circulation		Change	Number of Events		Event Attendance	
	2012	2011		2012	2011	2012	2011
January	3,627	3,439	5.47%	33	20	321	177
February	4,164	3,277	27.07%	38	33	473	327
March	3,884	4,047	-4.03%	36	35	271	315
April	3,598	3,725	-3.41	26	38	252	322
May	4,168	3,338	24.87%	22	20	248	188
Totals	19,441	17,826	9.06%	155	146	1,567	1,329

	Downloadable Books				Learning Express		Mango Languages	
	Audiobooks		eBooks		2012	2011	2012	2011
	2012	2011	2012	2011				
January	108	129	64	14	2	4	6	6
February	79	80	86	13	3	13	4	11
March	92	116	81	31	2	4	9	8
April	75	108	77	19	2	8	2	7
May	98	115	97	28	5	3	13	3
Totals	452	548	405	105	14	32	34	35

2012	Heritage Quest	Universal Class
January	48	NA
February	138	NA
March	515	3
April	94	1
May	283	2
Totals	1,078	6

Donations: \$30 needs to be accepted in donations and \$250 in grant money.

Events and Classes:

May events and classes included two lectures and the monthly book discussion for adults. Adults learned about digital photography, cell culture and medical ethics, and creating a night garden. Cribbage nights and Friday Morning groups were well attended. The summer reading program for adults began on Memorial Day weekend. Adults receive a raffle ticket for every five books read or listened to. The Friends donated the grand prize, a \$50 gift Portsmouth Ala Carte card. Teens met at the monthly TAB meeting to finalize summer programs and the reading for charity details. Only one teen came to the gaming night. Story time bustled with children and caregivers all month. Many preschool children and caregivers attended the special whale program presented by the Seacoast Science Center. Sara MacCorkle negotiation this free program for us. Also in May, both Kindergarten classes from Greenland Central School visited the library for a special story time.

Summer events have been finalized. The 2012 summer calendar is expanded both in time, now nine weeks, and physical paper size. Three evening events are scheduled for children and families on select Tuesday nights. Ronald McDonald will present a special Wednesday morning magic show. Wednesdays continue to feature events for the 5th/6th graders. Thursdays remain teen nights. Three drop-in crafts weeks are featured this

summer to fill out our offerings for children and teens. An adult NHHHC lecture on “The New England Town”, the cribbage nights, the Friday Morning Group, and the adult book discussions are also listed. A final adult lecture, “The Mensan and the Medium present: Here and Hereafter” is scheduled for August 29th featuring Greenland’s own paranormal expert AJ Kitt and his colleague, Isabeau Esby.

Meetings, Workshops and Conferences:

5/3 YALS Meeting: Becky Marks – The YALS meeting was held in Concord at the Local Government Center. Anne Hoey asked our feelings on continuing with the FLUME Award books. There was a consensus to keep the Award but reduce the number of titles to ten. Plans for the fall YALS conference in September were discussed. Summer Reading plans were shared and the template for program planning on the YALS website was mentioned as an aid. Lastly, a few new books were shared of which Carter Finally Gets It by Brent Crawford was a favorite.

5/11 URBANS in Manchester: Denise Grimse – Attended a Directors Roundtable session organized by the large libraries in New Hampshire. Topics discussed included budgeting for eBooks, staffing issues, and disruptive patron behaviors.

5/12 Friends Annual Plant Sale, at the Library: Denise Grimse, Becky Marks, Debra Bauder, Phyllis Picha, Dave Picha, Joann Duncanson, Virginia Jensen, Barbie Hazzard, and Trustees Dale Rockefeller, Donalee Brothers - It was a beautiful day with lots of activity. Plants were setup out front under pop-up tents, an outdoor Chili Cafe was setup on the south side of the building, the massage station was setup under the tree on the brick patio, and the bake sale was setup on the main floor inside the library.

Everyone enjoyed the experience and we had a lot of good help. Profits may be as good as last year with a lot less work and much more fun!

5/14 Friends Meeting: Becky Marks, Trustee Adele Wick, Debbie Bauder, Phyllis Picha, Joann Duncanson, Karen Johnson, Barbie Hazzard and Mark Willis. Everyone was happy with the plant sale. A standard cover letter is going to be sent to local businesses in hopes of starting the "Business of the Month" drive once more. Phyllis wrote the cover letter when soliciting Nik and Charlie's Pizza. Mark Willis reviewed the By-Laws that will be presented for a vote next month at the annual meeting. The Freegal music program is still a possibility. The Friends Annual Meeting will be held at Debbie Bauder's home, Monday, June 11th at 6:30pm. There will be no meetings in July and August.

5/15 OneClickdigital Service webinar by Recorded Books: Becky Marks -

The webinar schooled the viewer on the patron page for downloading audiobooks purchased by the library from Recorded Books. There were apps for all Apple products: iPhone, iPad, Mac, etc. You select Microsoft or Apple to begin with but can switch from different devices with ease. The library can manage the site with circulation parameters, notes and advertisement to the patrons, Excel reports, and more. There are several subscription options and price is determined by circulation size of the library.

5/15 New Hampshire School Library Media Association Conference in Meredith, NH: Susan MacDonald – Participated in the Great Stone Face Tea in the afternoon. The winner, Big Nate: In a Class by Himself by Lincoln Peirce, was announced and the committee presented the new list which they worked on all year. Susan also attended Chris Rose’s new book program. He always does a great job presenting the newest books available for schools and libraries. The Summer Reading committee shared great ideas for programming. Vendors were also there with all the newest materials and ideas.

5/15 Department of Labor Annual Workshop in Durham: Denise Grimse –

Representatives from the DOL reviewed the top employer violations, answered questions, and shared online resources including their sample self-inspection checklist.

5/21 New Hampshire Library Trustees Association Conference: Denise Grimse – The conference began by introducing the geekthelibrary awareness campaign. See geekthelibrary.org. This program utilizes patron’s interests to educate the community about library services, library funding, and the need for local support. Use of the logo and theme is restricted to registered libraries. At the “Building the Library of the Future” session, Peter Tennant of Tennant & Wallace Architects, emphasized relevancy,

flexibility, and library space when planning the library of the future. His most notable suggestions were not to use built-in shelving along walls as this is display space and space for windows, add more space to any space planned for the children's area, create space for programming because that is the library of the future, and create an inviting space with short stacks and lots of windows, interior and exterior. The "It's All in the Numbers" session demonstrated the use of statistics to support budget requests. This includes circulation, patron visits, and service tallies. "Marketing Strategies for Libraries" focused on making it easier to use the library, conversing with patrons about services, and knowing the patrons and their interests to build a collection they will use.

5/22 One Clickdigital Service webinar from Recorded Books: Denise Grimse – Learned how the service worked for audiobooks. eBooks are coming soon. This service provides access to titles not available through OverDrive. See audiobooks statistics above.

5/22 ALA "Self-Service Holds: Efficiency doesn't need to compromise reader privacy" webinar: Denise Grimse – This webinar presented the best practices for creating self-service holds. Patron privacy must be protected.

5/30 1940 Census: Learn to Use and Navigate workshop at the Portsmouth Library: Denise Grimse – Learned what is and isn't available when searching the newly released 1940 Census.

Equipment: Comcast changed out the old modem with a business class unit. Router changes are necessary to eliminate the double firewall.

Building: Paul Hayden refilled the potholes in the driveway for the second time this year. He also patched the front sidewalk. The toilet was not flushing properly again in May. It affected attendance to a children's afternoon event. The locksmith fixed the hinges and the latch on exterior front door.

Respectfully submitted,
Denise Grimse, Director