

Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, April 14, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,
M. McLaughlin; Selectmen Representative: Jim Ralston; Visitor: Leonard
Schwab

Meeting start time: 4:40 p.m. Adjourn time: 5:55 p.m.

1. The minutes of the March 11, 2015 meeting were accepted.
2. Donations of \$58 were unanimously accepted. A check for \$214.16 was received from the New Hampshire Humanities Council for a NHHC program, "Spies in Time."
3. Payroll review was completed by D. Rockefeller.
4. Checks will be signed by M. Fodero when he can come in to the library.
5. Election of Officers: Chairman: Dale Rockefeller; Co-Chairman: Mark Willis; Secretary: Marcia McLaughlin; Treasurer: Mark Fodero

Kate White will be removed from the bank account signature card and will be replaced by Mark Willis.

6. Bylaws review: D. Grimse pointed out suggested changes. Voted to approve the changes noted below.
 - Article IV – MEETINGS – delete "(in the library and at the town office)
 - Article V – FINANCES – correct spelling in last line of the article. Change "xer" to their.
6. The Director's report was accepted. Denise stated that audiobook storage is an issue; digital magazines are now available through NH Downloadable.
7. Friends' –
 - Fundraiser – May 9, 2015 – plant sale, bake sale, chili lunch
D. Rockefeller will make chili
 - Annual meeting – June 8, 2015 – probably at Nick and Charlie's
 - They will be producing a new flyer directed toward membership growth.
 - M. Willis, M. McLaughlin, B. Henneberry plan to attend the May 11th Friends' meeting.
8. Old Business:
 - Parish house septic work – underway and at point for state inspection; after the inspection there will be about ½ day of work required to finish. The construction equipment will be removed so the driveway will be usable. There will be a vent pipe which will be covered with a faux stone post.

- Trustee training:
 - B. Henneberry will attend trustee training session in Hooksett
 - M. Willis, B. Henneberry, M. McLaughlin, D. Grimse will attend the Annual NHLTA Meeting in May

- Historic designation of the Weeks Public Library – The NH Division of Historical Resources has determined that the Library building is eligible for Designation on both the National and State Registers. It was moved and seconded to continue application to have the building placed on the State Register of Historic Properties. MOTION CARRIED

- Town Meeting review –
 - Voted to approve the increase of snow removal budget to \$3,000 approved at the Town Meeting.
 - David Phreaner provided a copy of the poem he read at the meeting
 - The Warrant Article for library painting passed. Still have only one Quote. Denise would like the work completed by September. D. Rockefeller will work with Denise to get additional quotes.
 - Next steps on building project – Monday, April 27, 6:30 p.m., at the Library, a working meeting to begin the process. Leonard Schwab will do background work to provide work on library additions in other NH towns, etc. and will attend the meeting.

9. New Business:

- Grapevine submission – M. Willis will write a thank you and provide information on what's happening with addition/construction
- Voted to approve nametags for all library employees

10. Building issues:

- Splinters on ramp railways – D. Rockefeller will sand
- Denise to call Murphy Roofing (Dover) for slate repair to roof
- Damage to board at end of ramp – D. Picha to be contacted for the repair

11. Staff training, Tuesday, April 28, from 9-11 a.m.

- EBSCO database training
- Children's room to be closed from 10-11:30 a.m.
- Unless Denise can make other arrangements there will be only one usable computer during the morning.

12. It was planned that there will be a reception of thanks for Kate White following the May, 2015 board meeting. To include the Friends, Kate's husband and sister.

13. Next Meeting:

Tuesday, May 12, 2015 at 4:30 pm at the Library.

Respectfully submitted,

M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report April 2015

	Circulation		Change	Number of Events		Event Attendance	
	2015	2014		2015	2014	2015	2014
January	3,637	3,674	-1.01%	32	29	264	221
February	3,204	3,592	-10.8%	32	28	231	276
March	3,544	3,850	-7.95%	42	35	347	440
Totals	10,385	11,116	-6.58%	106	92	842	937

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2015	2014
	2015	2014	2015	2014	2015	2014		
January	139	109	163	135	NA	NA	4	0
February	145	113	134	121	NA	NA	0	0
March	165	113	161	160	7	NA	3	0
Totals	449	335	458	416	7	NA	7	0

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2015	2014	2015	2014	2015	2014	2015	2014
January	24	3	99	33	7	0	2	0
February	39	15	27	36	0	0	1	1
March	54	1	98	78	0	3	1	11
Totals	117	19	224	147	0	3	4	12

Donations: \$58 needs to be accepted in donations and \$214.16 in grants.

Events and Classes:

Baby Lap Sit at the new time, 11 a.m., still is not working. Changes are in the works for May. Susan MacDonald was busy at the school for Literary Lunch week and Lego Building Days. Candace Yost began the next session of ASK (After School Kids) at the school for grades 5 and up. Both outreach programs, Lego Building Days and ASK, continue into April. The monthly Lego Building Day and the St. Patrick's craft week went well. Students in grades 5 and up enjoyed Black & White Day here at the library. Activities included a Zentangle-inspired art project and black & white snacks.

The weather cooperated for the Irish Music Night. The ground was just soggy at the top of the exterior stairs to the basement which were used to move the instruments in and out of the building. Twenty-four people enjoyed the Irish music. Only a small group attended the NHHC program hosted by the Friends yet it was a good discussion on personal privacy in cyberspace. Continuing adult programs, the monthly book discussion, Classic Movie Night, Cribbage Nights, and the Friday Morning group, met as normally scheduled and attendance remains good.

April special events include a NHHC program entitled "Spies in Time," a Poetry Night and a week of refreshments hosted by the Friends during National Library Week. Also the library is co-sponsoring a lecture through the Seacoast Area Libraries. The lecture presented by Anthony Amore is at the Lane Memorial Library in Hampton at 7pm on Thursday, April 16th. Mr. Amore, the chief investigator of the Isabella Stewart Gardner

Museum heist, will talk about art heists and sell his books. This event is during National Library Week and everyone is invited.

April events for children and tween/teens, include crafts days, a Lego Building Day, an early release afternoon movie, a movie during spring recess, and a green teen craft project at the library.

Meetings, Workshops, and Events:

3/5 Eye on Healthcare Reform presented by HealthTrust: Denise Grimse – Attended this free evening session at the Sheraton Hotel in Portsmouth. HealthTrust representatives explained the latest developments and action steps to ensure compliance for NH public sector employers. They also reviewed the current structure of the “Cadillac Tax” and how consumers can lower healthcare costs.

3/9 Friends Meeting: Denise Grimse, Trustee Marcia McLaughlin, and Alternate Trustee Mark Willis – The group met to discuss signs at the polls and flyers at the transfer station, a few plant sale issues, and NHHHC programming details.

3/11 Public Records: Conquer Them Before They Conquer You: Denise Grimse – Attended this NHMA Webinar where New Hampshire Municipal Association legal staff discussed issues related to records under the Right-to-Know Law. Slides from the presentation are available for review as needed.

3/13 GSF Meeting: Susan MacDonald – The group met to review the books that members are reading for the 2015-16 list. The list will be finalized at the April meeting.

3/26 YALS Meeting: Candace Yost – The group met at the Local Government Center in Concord to discuss the final details for the YALS conference in May. They also reviewed Flume award nominees and the voting process, along with new books and summer reading program ideas.

3/27 SAL Meeting: Denise Grimse – Met with other Seacoast Area Library Directors at the Kingston Community Library. Ricky Sirois (Griffin Free Public Library) and Heather Rainier (Hooksett Public Library) presented the concept and goals for the NHLA Paralibrarian Certification as well as the steps needed to start the certification process. Details for the Anthony Amore lecture in Hampton on April 16th were finalized. This is the inaugural SAL public event. In other discussion, procedures for Walk-in ILL's for SAL patrons were reviewed, the November meeting location was changed, and SAL banking was reviewed.

Collection Updates:

New Downloadable Content through the NH Downloadable Books Consortium:

Digital magazines are now available for patrons through OverDrive. The Nook app and a Barnes & Noble account are required to download and view a magazine. The Nook app for the Kindle Fire can be downloaded through a third party site, but at the owner's own risk. Currently our 2015 annual downloadable fee is covering the cost of the new titles and the platform fee. A list of the available magazines and an instruction brochure are available in the library and online instructions are available on the Downloadable site.

Storage:

Many adult audiobooks have been moved to “storage” due to a lack of shelf space. Many others have already been deleted from the collection. Currently “storage” is boxes stacked and labeled on the bench across from the Large Print collection. Other items may be moved to “storage” as needed. A green bin under the recycling container already houses the adult Christmas collection of books, music, and DVDs during the off season. Lack of space continues to be a problem.

Respectfully submitted,
Denise Grimse, Director