

Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, September 22, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,
M. McLaughlin; J. Rolston, Selectmen Liaison
Meeting start time: 6:05 p.m. Adjourn time: 7:20 p.m.

1. The minutes of the September 8, 2015 meeting were approved as corrected.
2. M. Willis handed out a description of Caroline Avery Weeks which he had submitted to the state Division of Historical Resources in support of the application list the Weeks Public Library sent to the state's historic registry.
3. Future growth of the Library:
 - a. Approved a letter, written by Leonard Schwab, for submission to the Grapevine.
 - b. Reviewed the three proposals for a Library Building Plan which had been received from Tappe Architects, Scott Simons architects and Lavallee/Brensinger Architects. The Trustees voted unanimously to pursue working with Lavallee/Brensinger Architects to create the Library Building Plan. D. Grimse to contact Ron Lamarre and set a meeting for October 6 at 4:30 p.m., with a backup date of October 8 at 4:30.
4. CIP review – looked at the 2014 form and decided to keep the numbers the same but change the effective year dates.
5. Trust Fund Balances:
 - a. D. Grimse reported that Colleen Penacho needed to review all the money give to the Library in 2014 and the timing. D. Grimse felt there should be money from 2014 not yet disbursed.
 - b. Jim Rolston explained the “Weeks Sidewalk” item on the fund balance sheet. (A gift was given to the library years ago to maintain the sidewalk in front of the library. Interest only may be used for said maintenance.)
6. Staff changes:
 - a. D. Grimse reported that Candace Yost had turned in her resignation as she has gotten a full time job. Her last day will be September 28, 2015.
 - b. Prior to Candace's resignation, D. Grimse had interviewed two of the three candidates she had identified for the open library position, Library Assistant 3 (Cataloger). Given the additional open staff position, D. Grimse and Susan MacDonald are restructuring several positions (Cataloger, Part Time Librarian, Assistant Director/Children's Librarian and Director) to cover all needs.
7. Health Insurance review:
 - a. M. Willis to review the broker's agreement.
 - b. D. Grimse reported that insurance rates for the coming year had not come out yet.

She reported that the town was looking at Lumenos 2500.

- d. Peter Chapel, HealthTrust Benefits Advisor, to be invited to the October Trustees' meeting to discuss insurance issues. Trustees were asked to read the literature from HealthTrust before that meeting.
8. After agenda posting item – D. Grimse reported that a strong odor from the Parish House leach field exhaust pipe had been noticed earlier in the week. She was instructed to report it to the Greenland town health officer.
9. Future meetings – Tuesday, October 6, 2015, 4:30 p.m., meeting with Ron Lamarre
Re: Library Building Plan
Tuesday, October 13, 2015, 4:30 p.m., regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary