

Weeks Public Library
Trustees' Meeting Minutes
Wednesday, December 2, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,
M. McLaughlin, M. Fodero; Guests, Ron Lamarre, Lavallee/Brensinger
Architects, Leonard Schwab

Meeting start time: 5:34 p.m. Adjourn time: 6:35 p.m.

1. Minutes from the November 18, 2015 Trustees meeting were approved as written.
2. Checks were signed by M. Willis.
3. Updated health policy insurance rate documents were signed by D. Rockefeller.
4. D. Grimse reported that Madeline Gielow accepted the job offer. A background check was in process and a health examination was being scheduled. Start date is dependent upon satisfactory reports from both.
5. Library Building Plan meeting with Ron Lamarre held via telephone conference.
 - a. There was no Trustee feedback on the staff questions. Ron will proceed with creating a document based upon Trustee and staff input.
 - b. M. Fodero gave feedback from his conversation with the church on future library parking, and the possibility of creation of a walkway on church property. He also reported that B. Hazzard provided phone contact for daughter of the abutting neighbor to the library. He intends to talk with the neighbor about the ongoing plans for the library.
 - c. R. Lamarre will create a program and diagram of spatial needs for the library. The next step will be to walk the property and vision the "what ifs" and then be able to go to the church and school board with specifics about on site possibilities.
 - d. Dump Day: December 12, 2015, 9-12 a.m.
 - Flyers will be created for Dump Day and for a bulk mailing
 - Who will provide what:
 - R. Lamarre - Easel with flip chart
 - D. Grimse – Clipboards, cups
 - D. Rockefeller – tent, trash can and liner
 - L. Schwab – donuts
 - M. McLaughlin – cider, pencils
 - Someone needed to make a Free Cider and Donuts sign
 - M. McLaughlin to contact D. Bauder, President, Friends of the Weeks Library, to ask if the Friends will underwrite the cost of the cider and donuts.
 - Upon review the flyer for Dump Day and bulk mailing was revised. D. Grimse will have the flyer sent out to the community via email blasts from the school and the Library's "Book Bites". Printed flyers will be color coded as to location in order to better track results.

6. The Library Credit Card Policy was reviewed and signed by the Trustees.
7. Future meetings – Tuesday, December 8, 4:30 p.m. – regular monthly meeting
Wednesday, December 9 and 16, 5:30 p.m. – Library Building Plan

Respectfully submitted,
M. McLaughlin, Secretary