

Weeks Public Library  
Trustees' Meeting Minutes  
Tuesday, February 9, 2016

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Fodero, Bette Henneberry,  
M. McLaughlin; Alternate Trustee; J. Dowling; Guest: Trish Gray  
Absent: Selectmen's Representative: Jim Rolston

Meeting start time: 4:30 p.m.                      Adjourn time: 5:30 p.m.

1. Approve minutes:
  - January 12, 2016, approved as corrected
  - February 4, 2016, approved as written
2. Donations of \$233 were accepted.
  - \$225 was a grant from the NHHC
3. D. Rockefeller performed a payroll review. Three trustees signed off on the payroll.
4. M. Fodero signed checks and will make the deposit.
5. Friends meetings reminder: The February meeting was cancelled due to weather. B. Henneberry will attend the March meeting, 3/14/16, at 6:30 p.m.
6. No Selectmen's representative report due to his absence.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed. There were no questions.
9. D. Grimse reported that the appointment of Jonathan Dowling as an alternate trustee had been made and he had been sworn in. Trish Gray, a prospective alternate trustee, was introduced. M. McLaughlin will send a letter to the Selectmen requesting that Trish be appointed an alternate.
10. No suggestions this month.
11. Old business:
  - Easement/license review: M. Fodero reported on the meeting with the Selectmen on February 8, 2016. He conveyed to them the Trustees' concern about lack of communication regarding the easement request by the Greenland Community Congregational Church, and that the Trustees were in support of the church's goal to provide overnight housing for Seacoast Family Promise clients. The Selectmen shared that they had not yet received a copy of the revocable license agreement from the town attorney.

12. New Business:
  - a. The library's Circulation Policy was reviewed, amended, and accepted as amended.
  - b. The Trustees reviewed and reaffirmed the Investment Policy.
13. There were no building issues. D. Rockefeller will address the drop box leakage issue.
14. Item after agenda posting: The Draft Planning Study was received from Ron Lamarre and all trustees were to review and comment on it. A meeting to discuss it was scheduled for Thursday, February 18, 2016, at 4:30 p.m.
15. Future meetings – Thursday, February 18, 2016, 4:30 p.m.  
Tuesday, March 9, 2016, 4:30 p.m., regular monthly meeting

Respectfully submitted,  
M. McLaughlin, Secretary

Director's Report follows:

# Weeks Public Library Director's Report February 2016

	Circulation		Change	Number of Events		Event Attendance	
	2016	2015		2016	2015	2016	2015
<b>January</b>	3,091	3,637	-15.01%	28	32	259	264

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2016	2015
	2016	2015	2016	2015	2016	2015		
<b>January</b>	154	139	199	163	14	NA	0	4

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2016	2015	2016	2015	2016	2015	2016	2015
<b>January</b>	7	24	0	28	3	2	2	2

### Donations:

\$8 in donations needs to be accepted and \$225 in grant money from the New Hampshire Humanities Council for a March program. Also, Glenn and Trudi Bergeron donated 21 chair cushions for the plastic chairs used downstairs for programs.

### Events and Classes:

January events included book talks at the school, the family story times, an early release Wednesday movie and craft event, the winter drop-in craft days, the Book Buzz book club for grades 3 & 4, the tech help sessions, a photo journal presentation of the Tour du Mont Blanc, and the regular weekly and monthly programs.

Changes and additions to the programming schedule begin in February and continue into March.

February events include Valentine drop-in craft days with special Valentine fun on Early Release Wednesday, two tissue paper craft sessions on the Wednesday of Winter Vacation week, the regular weekly and monthly events, and a new fiber craft night that will meet monthly.

The fiber craft night, Create & Connect, will meet on the fourth Thursday of the month at 6:30 p.m. beginning February 25. Madeline Gielow will help with most fiber arts, including knitting, crochet, and embroidery.

The Book Buzz group for grades 3 & 4 will meet at a new time beginning, 2-3:00 p.m., in February and the Lego Build Day will run twice, once in the morning from 10:30 -11:30 a.m. and again after school from 2-3:00 p.m. We are now able to offer the morning in addition to the afternoon due to changes in the program, the projects are no longer put on display due to lack of space, and with the change in the cleaning crew's schedule.

The new young adult book group begins in March. Books for that discussion are available now. This is a new group, coordinated by Madeline Gielow, for teens and their parents/caregivers. Currently it is scheduled for the second Thursdays in March and April.

The music concerts sponsored by the Seacoast Area Libraries and the Seacoast Academy of Music begin in February. Posters and invites are available in the library. The Friends of the Library sponsored our portion of the series. Three concerts are at Centennial Hall in North Hampton, just south on Post Road. The other two are in Newmarket and Rye.

### **Meetings, Workshops, and Events:**

1/6/16 Budget Committee Meeting: Denise Grimse and Trustees Dale Rockefeller and Marcia McLaughlin – Attended the meeting and were available to answer questions.

1/13/16 Budget Committee Public Hearing: Denise Grimse and Trustee Marcia McLaughlin – Available to answer questions.

1/15/16 Book talks at Greenland Central School: Susan MacDonald – Book talked new and favorite young adult titles along with a few Isinglass titles with the 7<sup>th</sup> and 8<sup>th</sup> grade Language Arts classes.

1/25/16 Board of Selectmen Meeting: Denise Grimse – Gathered information on the easement request.

1/26/16 Google in Depth Class at Portsmouth Library: Madeline Gielow – The class provided basic and more advanced Google searching tips to share with patrons and staff. The class also was a good “train-the-trainer” opportunity so that a workshop can be created and offered here at the library.

1/27/16 Google Apps Class at Portsmouth Library: Madeline Gielow – This class focused on using Google Docs. Learned how to navigate the site and how the various functions perform. The information will be useful when supporting Greenland students are using Google Docs at the library. Just as with the Google in Depth Class, there is the opportunity to offer a workshop for adults at the Weeks Library based on the content of this class.

1/28/16 YALS Meeting at the Local Government Center in Concord: Madeline Gielow – This was an interesting way to connect with and share information with other NH librarians. Learned about presenters for Summer Reading programs and discussed programming ideas and favorite books. Returned with some ideas to try here.

1/30/16 Deliberative Session: Denise Grimse, Trustees Mark Willis and Marcia McLaughlin – Available to answer questions.

### **Reports and Filings**

- The 2015 Library Annual Report was submitted to the Town.
- The linear shelving measurements were submitted to Ron Lamarre for the Library Planning Study.
- Form 1094-B Transmittal of Health Coverage Information Returns and form 1095-B Health Coverage were filed with the IRS. A copy of form 1095-B was issued to the one employee currently covered by health insurance. These annual forms are required under the Affordable Care Act and have filing deadlines.
- The Greenland Grapevine content for March to May events and news from the Weeks Public Library was submitted. The volunteers hope to have the issue out the last week of February or the first week in March.

Still pending: the worker’s compensation payroll audit which is due March 2, 2016 and the Annual State Report which is due March 25, 2016.

Respectfully submitted,  
Denise Grimse, Director