

Weeks Public Library
Trustees' Meeting Minutes
Wednesday, March 9, 2016

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Fodero, Bette Henneberry,
M. McLaughlin; Alternate Trustee; J. Dowling
Absent: Selectmen's Representative: Jim Rolston
Meeting start time: 4:35 p.m. Adjourn time: 5:55 p.m.

1. Approve minutes:
 - February 9, 2016, approved as corrected
 - February 18, 2016, approved as written
2. Donations of \$46 were accepted.
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 meeting: B. Henneberry will attend the March meeting, 3/14/16, at 6:30 p.m.
6. No Selectmen's representative report.
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 Trish Gray as an alternate trustee had been made and she had been sworn in.
10. Election of officers for 2016-2017:

Chairman	Mark Willis
Co-Chair	Bette Henneberry
Secretary	Marcia McLaughlin
Treasurer	Dale Rockefeller

The slate was moved by M. McLaughlin, seconded by D. Rockefeller and elected unanimously.

11. Suggestions-a parent suggested time management software for the computers
12. Old business:
 - a. Revocable license update: copies of the signed license were distributed to all Trustees. There was discussion about the lack of communication from the Selectmen and town attorney with the Trustees about the license, as the Trustees are the appointed caretakers of the Library property.

- b. The library's Circulation Policy was again reviewed with amendments and approved as amended.
 - c. Draft Planning Study-revisions were sent to R. Lamarre; Trustees were asked to review the study with the revisions; there will be a final review when R. Lamarre has responded.
13. New business:
- a. Consultant invoice-approved payment of the invoice from Ron Lamarre in the amount of \$3,600.18, representing 60% completion of the agreed contract. Total amount of contract not to exceed \$5,900.00.
 - b. N.H. Library Trustees Conference-information was handed out and Denise asked to be notified if anyone was planning to attend.
14. Building issues:
- a. The radon exhaust pipe has been bent by snow. D. Grimse will contact the installer for repair.
 - b. School house lights-there are a number of lights out. It was decided to change out all lights and ballasts. Kohlhas Electric will be contacted first for a quote as they have done this work previously. If the quoted amount is \$1,000 or more B. Henneberry will contact additional electrical contractors.
 - c. Railing on stairway in children's room-it was determined to install a short section of railing at the bottom of the stairway to address safety concerns. Dave Picha will be contacted for the installation.
15. Items after agenda posting:
- a. The pay rate increase for Library employees was approved.
 - b. D. Grimse will be away April 19-26, 2016. It was approved that she take the Director's laptop with her.
 - c. A petition was received by D. Grimse from L. Schwab requesting the Town of Greenland and the N.H. Department consider lowering the speed limits in the "town center". No action was taken.
16. Future meetings – Tuesday, April 12, 2016, 4:30 p.m., regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report March 2016

	Circulation		Change	Number of Events		Event Attendance	
	2016	2015		2016	2015	2016	2015
January	3,091	3,637	-15.01%	28	32	259	264
February	3,228	3,204	0.75%	26	32	302	231
Totals	6,319	6,841	-7.63%	54	64	561	495

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines			
	2016	2015	2016	2015	2016	2015	2016	2015
January	154	139	199	163	14	NA	0	4
February	128	145	181	133	11	NA	0	0
Totals	282	284	380	296	25	NA	0	4

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2016	2015	2016	2015	2016	2015	2016	2015
January	7	24	0	28	3	2	2	2
February	22	39	2	13	1	0	2	1
Totals	29	63	2	41	4	2	4	3

Donations:

\$46 in donations needs to be accepted.

Events and Classes:

February events and attendance include tutoring sessions and grade 5 & 6 book talks at the school.

Two very snowy days in February reduced programs and attendance. We also closed two hours early on Friday, February 5 so staff could drive home in the daylight.

Our new programming librarian, Madeline Gielow had a busy February. Planned events included Valentine drop-in craft days, the special Valentine party on the Early Release Wednesday, two tissue paper craft sessions on the Wednesday of Winter Vacation week, and the new fiber craft night for adults. All events ran smoothly and she continues to plan for March events which include after school days at Greenland Central School for grades 5 and up and the Young Adult book discussion. The fiber craft night may expand to twice a month beginning in April.

The Book Buzz book discussion group for grades 3 & 4 met at the new time but attendance was still low and no one came to the morning session of the Lego Building Day. We will continue to run this extra morning session through June and then re-evaluate for the fall.

The music concerts sponsored by the Seacoast Area Libraries and the Seacoast Academy of Music began in February and continue into March. Two of the three Thursday concerts in March are at Centennial Hall, the other Thursday concert is at the Rye Public Library.

March library events include a New Hampshire Humanities Council program, *Imperial Russian Faberge Eggs* presented by Marina Forbes on Wednesday, March 30.

Meetings, Workshops, and Events:

2/12 Great Stone Face Meeting: Susan MacDonald – Met with the group to review possible titles for next year’s list.

2/19 Seacoast Area Libraries (SAL): Denise Grimse – As treasurer of the group, I presented last year’s expenses and suggested a budget for 2016. The meeting schedule and topics were planned for the rest of the year.

Reports and Filings

- The 2015 worker’s compensation payroll audit was completed and submitted.
- The Annual State Report was also completed and submitted.

Online Resources

Learning Express was not renewed for 2016. The last day of access to the service was February 29th.

Respectfully submitted,
Denise Grimse, Director

