

Weeks Public Library
Trustees' Meeting - Minutes
Tuesday, June 14, 2016

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

Meeting start time: 4:38p.m. Adjourn time: 6:00 p.m.

1. Approve minutes:
 - May 3, 2016, approved as corrected
 - May 31, 2016, approved as written
2. Donations of \$33.00 were accepted.
3. D. Rockefeller performed a payroll review. The Trustees signed off on the payroll.
4. D. Rockefeller signed checks and will make the deposit.
5. Friends meeting reminder: no summer meetings
 - a. Next meeting will be September 12, 2016, 6:30 p.m. at the Library
 - b. Mum sale fundraiser in August. Look for information in the Library newsletter
6. There was no Selectmen's liaison report.
7. The monthly transactions were reviewed and signed.
8. Director's Report was reviewed.
 - a. There was a lengthy discussion about 3D printers.
 - b. D. Grimse reported that the book drop was still leaking. She will get prices for a new one.
 - c. The overall summer reading themes are national, the Library modifies them slightly.
9. Suggestions:
 - a. From query sheets: organize the DVDs better; more reading choices
 - b. From kids: "more book choices/new books; cupcake decorating for grade 5 and up; 5th grade reading group; bigger bathroom; better librarian's selection of suggestions"
10. Reorganization of the board. M. Fodero will be stepping off at the end of June when his house is sold. J. Dowling will step up to fill the vacancy. Discussion of realignment of officers.
11. Old business:
 - a. It was decided to have a link to the Library on the new town website but maintain the Libraries separate website.

- b. Maintenance updates:
 - 1) D. Rockefeller sealed the book drop but it still leaks, though less than before.
 - 2) A railing was installed at the bottom of the interior stairway and nicks in the front door were repaired.
 - 3) Still waiting on mulch which is to be put down by the town.
 - 4) No progress on bids for repair of the schoolhouse lighting. D. Grimse will split up the job and have the burned out lights repaired.
 - 5) The bill for repair of the air conditioning system was \$481.83.
- c. D. Grimse was still waiting for the updated Library Planning Study. The Trustees were not ready to approve payment of the bill for this phase of the building project and will convene a special meeting to approve.

12. New business:

- a. U.S. DOL FLSA Salary Exempt Change: D. Grimse reported that the Personnel Policy needed to be changed to make Susan MacDonald's salaried position non-exempt. This is a federally mandated requirement and the federal mandate will be effective 12/1/2016. This could affect scheduling and will specifically require budgeting for overtime for Susan's position.
- b. Copier lease: The Trustees approved D. Grimse sending a letter to Canon informing them that the Library will not be keeping the machine beyond the end of the current lease. New lease proposals will be reviewed.
- c. 3D printer: The Trustees were in favor of looking into a 3D printer.

13. Building issues:

- a. D. Grimse reported that the air conditioning system had been repaired and the freon charged. The repair will be monitored.
- b. D. Grimse reported that two of the wooden library chairs are broken. D. Rockefeller will remove and store. D. Grimse will query other libraries if they have chairs they are getting rid of rather than replace with new chairs which might not fit with furnishings in a new library.

15. Trustees workshops: M. McLaughlin will be attending the NHLTA Workshop on June 18, 2016. D. Grimse requested that she ask questions about payment for some activities held at the Library.

16. Other items: D. Grimse reported that the Library had received a letter which she perceived to be a scam about purchasing toner. She instructed the staff to refuse anything from said company.

16. Future meetings – There will be NO regularly scheduled Trustees meeting in July.
- **Tuesday, August 9, 2016, 4:30 p.m.**, regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary

Director's Report follows:

Weeks Public Library Director's Report June 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
March	3,416	3,544	-3.61%	32	42	233	347
April	3,385	3,379	0.18%	31	35	235	261
May	2,754	3,093	-10.96%	35	20	452	145
Totals	15,874	16,857	-5.83%	152	161	1,481	1,248

	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
March	157	165	187	158	3	7	NA	3
April	146	148	189	171	9	15	NA	0
May	173	134	193	178	1	8	NA	1
Totals	758	731	949	803	38	30	0	8

	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
March	41	54	2	6	2	0	0	1
April	23	32	1	3	0	3	64	19
May	18	7	1	0	0	1	1	18
Totals	111	156	6	50	6	6	69	41

Donations:

\$33 in donations needs to be accepted.

Events and Classes:

The 2016 Summer Reading Program theme is sports. Each level has its own tagline: *Exercise Your Mind* for adults, *Get in the Game* for teens and tweens, and *On Your Mark, Get Set... Read* for children. Planned events include a speaker from UNH: *When You Walk Do You Feel Like You're Dancing?*, a painting night for adults taught by Jody Mueller, "So You Think You Can Dance" nights for adults, families, and teens in July, a travelogue presented by Eve Fralick, and classic movie nights. Events for children include an athletic animal presentation, drop-in craft weeks, an amazing inventions presentation, a dance party for children, a sports party for children

and an afternoon movie. It is a packed schedule. The Friends are sponsoring prizes for all ages.

Meetings and Workshops:

5/2 Makerspace Toys Training: Madeline Gielow met with Bobbi Slossar and other librarians to learn how to use the various makerspace toys available for us to borrow. We have three reserved: Qubits, Magformers, and Ozobots.

5/9 3D Printers Meeting in Hooksett: Denise – A group met at the Hooksett Public Library to discuss 3D printers. Librarians that have 3D printers shared their experiences with those of us still doing research. Interestingly 3D printers are often kept at the Circ desk, printing away as print jobs can take hours to complete. Due to the time it takes for some projects to print, creations for print at the library by the time it takes to print. Print jobs must be completed during a library's normal business hours.

5/9 Friends Meeting: Denise – Reviewed the fundraiser and noted that the annual meeting will be on June 6, the first Monday in June as listed in the May newsletter. The group decided to discuss 2017 New Hampshire Humanities programs at the annual meeting in June. That meeting will be a dinner meeting at Nik & Charlie's Pizzeria.

5/12 NHSLMA (New Hampshire School Library Media Association) Conference in Concord: Susan MacDonald – Co-presented the 2016-17 GSF titles to attendees. The committee also met after the breakout session to plan for the fall.

5/19 2016 Labor Law Training offered by the NH Department of Labor: Denise Grimse - Representatives from the DOL reviewed common violations and answered questions.

5/20 SAL (Seacoast Area Libraries) Customer Service Workshop at Lane Memorial Library in Hampton: Denise Grimse – Attended the workshop presented by Anne Washburne. Anne had practically customer service tips and stories to tell to reinforce superior service tips. Handouts and a summary were made available for all staff.

5/27 YALS Meeting in Concord: Madeline Gielow – The group met to plan the fall conference and the Isinglass book talks. Summer reading programs and sport team incentives were reviewed. The breakoutedu.com game was discussed and seemed like a very interesting program idea for small groups of middle schoolers on up.

Building Maintenance:

Trustee Rockefeller sealed the book drop and requested that the knob always be turned to tighten the latch. Water still seems to get in even when the knob is turned.

Dave Picha installed the railings at the base of the stairs in the Children's Room. He also painted nicks and weathered spots on the front door.

Dowling was called to fix the air conditioner. Found leak at building and replaced pitted contactor.

Another wooden chair broke. It has been moved to the end of an aisle. That makes two broken chairs in the building and one still at Minuteman Furniture Workshop.

Respectfully submitted,
Denise Grimse, Director