



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Virtual Via Zoom Wednesday, March 10, 2021**

Present: Library Director Denise Grimse; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Marcia McLaughlin, Chris Peters.

Guest: Building Committee Chair Craig McLaughlin.

Meeting start time: 4:37 p.m.

Chair Marcia McLaughlin opened the Board of Trustees meeting at 4:37 p.m. A roll call was taken, a quorum was present, and it was announced the meeting was being held virtually through Zoom. A checklist to ensure meetings are compliant with the Right-To-Know Law during the State of Emergency was read by Chair McLaughlin.

Attendance of Trustees was taken by roll call. Eileen Bischoff – present, Libby Ellwood – present, Jane Man – present, Marcia McLaughlin – present, Chris Peters – present.

Marcia McLaughlin extended her gratitude to Denise Grimse and the Board of Trustees for all the work done to ensure passage of Warrant Article 16 at the March 9, 2021 town election.

1. Reorganize the Board –  
Officers for 2021-2022 are Marcia McLaughlin - Chairperson, Jane Man - Treasurer, Eileen Bischoff - Secretary.
2. Building Project –
  - a. Updates - Building Committee Chair Craig McLaughlin presented an update. The project is in the last month of construction and a punch list will be created by the end of March. Craig also reviewed a calendar of upcoming work/tasks to be completed once construction is finished.
  - b. Legal Fees – Updated legal fees and current balance were reviewed.
  - c. Grand Opening Celebration/Time Capsule – The timing of a grand opening was discussed. A focused timeline from Bauen Construction will be needed to ensure construction is finished and the opening can be done safely. A possible soft opening in July/August was discussed as well as taking part in the 300<sup>th</sup> Greenland anniversary celebrations in September. A time capsule from the 1970's will be opened and a new time capsule will be placed at the grand opening.
  - d. Other – There were no other project updates.

3. Approve Minutes –
  - a. A motion was made by Chris Peters and seconded by Libby Ellwood to approve the minutes of the February 9, 2021 meeting as written. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.
  - b. A motion was made by Eileen Bischoff and seconded by Jane Man to approve the minutes of the February 13, 2021 meeting as written. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.
4. Payroll Review –

Due to COVID-19 and meetings held virtually by Zoom, the Payroll Review was completed by Jane Man and signed by Trustees prior to the meeting.
5. Transactions Review –

Due to COVID-19 and meetings held virtually by Zoom, the Transactions Review was completed by Jane Man and signed by Trustees prior to the meeting. The February 2021 Transactions Review was discussed.
6. Accept Donation –

A donation in the amount of \$500.00 was received from The Allayne and Douglas Wick Foundation. A motion was made by Chris Peters and seconded by Libby Ellwood to accept the \$500.00 donation from the Wick Foundation. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed. The Foundation asked if electronic payments could be made, Marcia McLaughlin will write to advise that electronic payments are not a viable option at this time due to budget reporting constraints.
7. Director’s Report –

The February 2021 Director’s Report was reviewed and discussed. Take-away kits are a success. Denise Grimse explained the Worker’s Compensation Audit report.
8. Old Business –
  - a. Reopening Plans – The Library will remain at Level 3. Extra evening hours for curbside pickup will be added.
  - b. 2021 Approved Budget – The approved budget and staff pay increase were discussed. A motion was made by Marcia McLaughlin and seconded by Jane Man to approve the 3% pay increase in the 2021 approved budget retroactively to January 1, 2021. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.
  - c. Other Old Business – There was no other old business.
9. New Business –
  - a. Bank Accounts – A change made in bank accounts was discussed.

- b. NHRS ACH Payments – The New Hampshire Retirement System process was discussed. Denise Grimse will contact the town for further information.
- c. First Amendment Audits – These audits have not been an issue for us at this point. The Greenland Police have put out information on how to handle these audits if they become an issue when the library is reopened.
- d. Staffing Changes – The Library Assistant 3 position has been filled. Tracey Skinner will start Wednesday, March 17, 2021. Denise Grimse advised she will be retiring June 30, 2021. She will truly be missed by staff, Trustees and patrons. The Trustees will begin a search for her replacement.
- e. Other New Business – A possible May newsletter was discussed.

10. Next Monthly Meeting –

The next scheduled monthly meeting of the Trustees will be held Tuesday, April 13, 2021 at 4:30 p.m. A motion was made by Chris Peters and seconded by Eileen Bischoff to adjourn the March 10, 2021 meeting. Roll call vote: E. Bischoff – aye, M. McLaughlin – aye, C. Peters – aye. L. Ellwood and J. Man left the meeting at 5:30 p.m., but a quorum was still present for this vote.

The March 10, 2021 meeting was adjourned at 5:39 p.m.

Respectfully submitted,  
Eileen Bischoff, Secretary

Director's Report follows:

# Weeks Public Library Director's Report March 2021

	Circulation		Change	Number of Events		Event Attendance	
	2021	2020		2021	2020	2021	2020
<b>January</b>	968	2,509	-61.42%	0	38	0	248
<b>February</b>	797	2,563	-68.9%	0	37	0	209
<b>Totals</b>	<b>1,765</b>	<b>5,072</b>	<b>-65.2%</b>	<b>0</b>	<b>75</b>	<b>0</b>	<b>457</b>

	Virtual Events				Downloadable Events			
	Events		Attendance		Recordings		Views	
	2021	2020	2021	2020	2021	2020	2021	2020
<b>January</b>	12	NA	100	NA	0	NA	0	NA
<b>February</b>	11	NA	101	NA	0	NA	0	NA
<b>Totals</b>	<b>23</b>	<b>NA</b>	<b>201</b>	<b>NA</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>NA</b>

	Downloadable Material					
	Audiobooks		eBooks		Digital Magazines	
	2021	2020	2021	2020	2021	2020
<b>January</b>	342	286	254	175	20	12
<b>February</b>	296	284	222	217	8	7
<b>Totals</b>	<b>638</b>	<b>570</b>	<b>476</b>	<b>392</b>	<b>28</b>	<b>19</b>

	Mango Languages		Ancestry Library Edition		Heritage Quest	
	2021	2020	2021	2020	2021	2020
<b>January</b>	11	51	16	45	0	0
<b>February</b>	5	27	0	0	37	0
<b>Totals</b>	<b>16</b>	<b>78</b>	<b>16</b>	<b>45</b>	<b>37</b>	<b>0</b>

	Universal Class		World Book Online	
	2021	2020	2021	2020
<b>January</b>	24	43	0	1
<b>February</b>	34	79	0	1
<b>Totals</b>	<b>58</b>	<b>122</b>	<b>0</b>	<b>2</b>

Recorded Books				
	Acorn TV		Qello	
	2021	2020	2021	2020
<b>January</b>	51	NA	0	NA
<b>February</b>	66	NA	0	NA
<b>Totals</b>	<b>117</b>	<b>NA</b>	<b>0</b>	<b>NA</b>

**Donations:** \$500

**Damaged/Lost:** \$34

**Copies/Faxes:** \$12

### **February**

Virtual programs for K-8: LEGO Club worked on several small challenges, so lots of fun; Valentine's Day Party-in-a-Bag was very popular; Valentine's Games included fun themed games which the kids enjoyed playing; Book Club only had one student attend so the program will go on hiatus; At-Home Explorer Kit: Space was available during vacation week. Several kits went out but not all that were made; and Art Day attracted a big group of six, big for the K-4 group! The second origami model was a little tricky but everyone did great!

Virtual programs for G5+: Video Game Day was an instant hit, many requests for a repeat; Valentine's Day Party-in-a Bag all 11 bags went out. The Teens loved the mini heart plushie craft; Valentine's Day Minute to Win It was very silly. Normally run as an in-person program, it worked well as a virtual program; Snack Squad: Fruit Treats featured two snacks, both were great but the kids agreed that the banana pops were their favorite treat made so far; and Escape Room was challenging but fun. Everyone worked together to solve the puzzles.

Virtual programs for adults: Remain on hold. Several Humanities programs sponsored by other libraries or NH Humanities were posted on the home page of the website for residents to attend.

### **Reports Completed**

Worker's Compensation Audit

State Report

### **Computers**

Work began on setting up the new computers for the Teen Room.

Respectfully submitted,  
Denise Grimse, Director