



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Trustees' Meeting Minutes Virtual Via Zoom Tuesday, February 9, 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: 4:30 p.m.

Chair Marcia McLaughlin opened the Board of Trustees meeting at 4:30 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.

1. Trustee Appointment –

It was announced that Jane Man has been appointed Trustee by the Selectmen to replace Dale Rockefeller. Jane has also agreed to step in as Treasurer and has been added to the checking account as an authorized signer.

2. Building Project –

a. Updates – Building Committee Chair Craig McLaughlin presented a project update. A meeting is scheduled to discuss shelving and furniture options and quotes. Other meetings this week included A/V discussion and a meeting with the new church minister.

b. Teen Donations – Two different groups of students from the Greenland Central School held fundraisers. A summer bake/arts and craft sale raised \$200.00 and a Hat Day at the school raised \$510.00. These donations will be used towards furnishings in the new teen space. Denise Grimse has reached out to both groups and the Trustees also thank them for their work in support of the library project.

c. Legal Fees – Updated legal fees were reviewed.

- d. Other – Denise Grimse is reviewing the business internet line and wireless access points. A discussion was held regarding the placement of the Greenland Historical Society photo collage. A tour of the expansion project will be set up for Trustees to view the options for this display.
3. Approve Minutes –
 - a. A motion was made by Chris Peters and seconded by Libby Ellwood to approve the minutes of the January 12, 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 Jane Man and seconded by Eileen Bischoff to approve the minutes of the January 31, 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.

 - a. The December 2020 Final Review was discussed.
 - b. The January 2021 Transactions Review was discussed.
 6. Director’s Report –

The February 2021 Director’s Report was reviewed and discussed.
 7. Old Business –
 - a. Reopening Plans – The Library will remain at Level 3.
 - b. Other Old Business – There was no other old business.
 8. New Business –
 - a. Deliberative Review – The Deliberative Session was discussed.
 - b. Reaffirm Investment Policy – The policy was reviewed. A motion was made by Eileen Bischoff and seconded by Chris Peters to reaffirm the Weeks Public Library Investment Policy. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.
 - c. Annual Town Report – The library annual report submitted by Denise Grimse to the town was reviewed.
 - d. Other New Business – An opportunity to apply for a UNH Master Gardener Landscape Grant was discussed. It was decided we would need more information on the grant. Chris Peters will follow up. A candidate has been interviewed for the open Library Assistant 3 position.

9. Next Monthly Meeting –

The next scheduled monthly meeting of the Trustees will be held Wednesday, March 10, 2021 at 4:30 p.m. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the February 9, 2021 meeting. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

The February 9, 2021 meeting was adjourned at 5:37 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
January	968	2,509	-61.42%	0	38	0	248
February	797	2,563	-68.9%	0	37	0	209
Totals	1,765	5,072	-65.2%	0	75	0	457

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

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

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

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

Recorded Books				
	Acorn TV		Qello	
	2021	2020	2021	2020
January	51	NA	0	NA
February	66	NA	0	NA
Totals	117	NA	0	NA

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