



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Virtual Via Zoom Tuesday, May 11, 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.

I. Building Project –

a. Updates – Building Committee Chair Craig McLaughlin presented a project update.

- The signed Conditional Certificate of Occupancy was received from the Town of Greenland. Staff and Trustees may be in the building for project work but the public is not allowed to enter until the project is complete.
- Outdoor work is being done, including the installation of granite curbing. The Conditional C/O also stipulates landscaping work must be complete before the building opens to the public.
- Shelving installation has been delayed until at least May 17.

b. Additional Furnishings and Supplies – Glenn and Trudy Bergeron picked up the used book drop and it was noted the book drop needs some repairs. It was discussed whether the used book drop should be refurbished or if a new book drop purchased. Marcia McLaughlin encouraged the Trustees to look at the used book drop before deciding. This item was tabled to the June

meeting. A decision on furniture for the historic building was also tabled to the June meeting.

c. Donor Recognition – The donor recognition wall was discussed.

d. Legal Fees – Legal fees were reviewed.

e. Approve Fundraising Committee Minutes and Discharge Committee –

- A motion was made by Chris Peters and seconded by Eileen Bischoff to approve the minutes of the July 22, 2019 Fundraising Committee 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 Friends of The Weeks Public Library agreed to accept responsibility for fundraising efforts. A motion was made by Eileen Bischoff and seconded by Chris Peters to transfer fundraising efforts to The Friends of The Weeks Public Library, effectively discharging the Fundraising Committee. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

f. Grand Opening Celebration Update – Chris Peters and Libby Ellwood presented an update of celebration plans. The ceremony will be 30-45 minutes in length with Greenland citizen participants only. Something for children and teens will be included in the celebration. The existing time capsule will be opened at the celebration.

g. Other – There were no other building project items.

2. Approve Minutes –

A motion was made by Eileen Bischoff and seconded by Jane Man to approve the minutes of the April 22, 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.

3. 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.

4. Transaction Review –

Due to COVID-19 and meetings held virtually by Zoom, the Transaction Review was completed by Jane Man and signed by Trustees prior to the meeting. The current budget was reviewed and encumbered funds were discussed.

5. Director's Report –

The May 2021 Director's Report was reviewed.

6. Old Business –

a. Reopening Plans – The Library will remain at Level 3 in accordance with the Conditional C/O limitations.

- b. Benefits Administrator – Susan MacDonald has agreed to assume the responsibilities of Benefits Administrator on a temporary basis.
- c. Search Committee Updates – Chris Peters and Eileen Bischoff presented a Search Committee update. To date, four applications have been received. The initial job posting will expire May 14th, the posting will be extended for two weeks. A possible Interim Director hire was discussed. The recent Hillstown Library Cooperative Departures & Arrivals webinar was referenced.
- d. Meeting Room Policy – The policy is still a work in progress. Further discussion was tabled to the June meeting.
- e. Behavior Policy – The Behavior Policy is being updated. Further discussion was tabled to the June meeting.
- f. Workshop Reviews- Recent workshops attended by the Trustees were discussed. The NHLTA Spring Conference will be held virtually May 12th and 13th. The next NHLTA Spring Orientation Workshop will be held virtually June 7th.
- g. Other Old Business – Denise Grimse gave an overview of changes to some online services. AcornTV is going away. OverDrive will offer access to IndieFlix, this can be accessed through the Libby app.

Jane Man left the meeting at 6:10 p.m.

7. New Business –

- a. Updates to Trustees Notebook – Job descriptions for all positions and the contact list will be updated and distributed to the Trustees for their notebooks.
- b. NHLTA Awards – The Sue Palmatier Award for Outstanding Support by a “Friends of The Library” Group was brought up. The Trustees will discuss a nomination for the Friends of The Weeks Public Library. The deadline for nominations is July 31, 2021.
- c. Other New Business –
 - The Trustees will need to meet with Denise Grimse prior to her departure. A date during the last week of June will be set.
 - The transfer of the business credit card in Denise Grimse’s name was discussed.
 - Chris Peters suggested we bring on Alternate Trustees.
 - The American Recovery Plan Act (ARPA) Grant was discussed. The Library is eligible for a \$1457.00 grant to expand services to underserved patrons. Several options were discussed. A motion was made by Marcia McLaughlin and seconded by Libby Ellwood to grant Denise Grimse authority to decide on the expenditure of \$1457.00 of eligible ARPA grant money on an assistive listening system or online streaming services. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

8. Next Monthly Meeting –

The next scheduled monthly meeting of the Trustees will be held Tuesday, June 8, 2021 at 4:30 p.m. via Zoom. A motion was made by Eileen Bischoff and seconded by Chris Peters to adjourn the May 11, 2021 meeting. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

The May 11, 2021 meeting was adjourned at 6:29 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

Director's Report follows:

Weeks Public Library Director's Report May 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
March	820	3,208	-74.44%	0	15	0	92
April	920	1,090	-15.6%	0	0	0	0
Totals	3,505	9,370	-62.59%	0	90	0	549

	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
March	11	NA	78	NA	0	NA	0	NA
April	10	7	59	18	0	5	0	434
Totals	44	7	338	18	0	5	0	434

	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
March	351	296	272	213	33	15
April	318	290	234	280	24	11
Totals	1,307	1,156	982	885	85	45

	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
March	0	10	0	6	22	95
April	11	36	0	0	0	0
Totals	27	124	16	51	59	95

	Universal Class		World Book Online	
	2021	2020	2021	2020
January	24	43	0	1
February	34	79	0	1
March	63	125	0	2
April	62	144	16	127
Totals	183	391	16	131

Recorded Books				
	Acorn TV		Qello	
	2021	2020	2021	2020
January	51	NA	0	NA
February	66	NA	0	NA
March	85	NA	0	NA
April	55	24	0	4
Totals	257	24	0	4

Events:

April was a quieter month than March. Many families went away during school vacation week.

K-4 Virtual Programs: Students made awesome creations and completed mini-LEGO challenges at the LEGO Club Zoom session. The Bite-Sized Snacks Zoom session featured an easy chocolate truffle recipe which taught basic kitchen skills. The STEM Stories session was great. Everyone learned about how fossils form and practiced being paleontologists! The At-Home-Explorers kits were popular. The theme was birds and 23 kits were picked up. The kits contained a bird STEM project and craft.

G5+ Virtual Programs: A couple challenges requiring teamwork were completed in the Escape Room session. A new game was tried at the Video Game Day. The April Snack Squad Zoom session was the first baking program. It was a great success. Everyone's muffins came out perfectly. Students loved the Graphic Novel selection for April, "Estranged." They were very impressed with the art. The month ended with Game Day. It ran during April vacation week and ended up being a very small group of two.

Adult programs are still on hold. New Hampshire Humanities online programs were posted to the website for easy access.

Online Services:

The RBdigital service which hosts AcornTV will end May 14, 2021. No other service provider has picked up AcornTV yet.

Access to another service we offer, Universal Class will change, as it too was a Recorded Books product. OverDrive now will be providing the subscription access to Universal Class. The link from our website should still work plus users will see the

service under the “Extras” tab on the Libby app beginning May 20, 2021. Users can use their devices or they can go to Libbyapp.com on a computer. OverDrive will also offer pay-per-circ access to IndieFlix, a former RBdigital service which was going to be added to our subscription prior to all the changes. Details on the migration of that service which was not already active at the time of the changes is pending. Other pay-per- circ and subscription services will also be available through OverDrive. Any of these services can be added when funds for them become available.

Respectfully submitted,
Denise Grimse, Director