



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, January 12, 2021

Present: Library Director Denise Grimse; Trustees Eileen Bischoff, Libby Ellwood, Marcia McLaughlin, Chris Peters; Alternate Trustee Jane Man. Trustee Dale Rockefeller was not present. Jane Man will serve as Trustee in his place for this meeting.

Guest: Building Committee Chair Craig McLaughlin.

Meeting start time: 4:31 p.m.

Chair Marcia McLaughlin opened the Board of Trustees meeting at 4:31 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, Marcia McLaughlin – present, Chris Peters – present, Alternate Trustee Jane Man – present.

1. Building Project –

- a. General Update – Building Committee Chair Craig McLaughlin presented a project update. Interior sheetrock is 95% complete. Interior painting, including accent colors is in progress. The back wall of the old building has been cleaned. Denise Grimse is posting recent photos on the website.
- b. Legal Fees – Updated legal fees were reviewed.
- c. Other – There were no other updates.

2. Approve Minutes –

- a. A motion was made by Chris Peters and seconded by Libby Ellwood to approve the minutes of the December 8, 2020 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 December 30, 2020 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.
- c. A motion was made by Jane Man and seconded by Eileen Bischoff to approve the minutes of the January 7, 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 via Zoom, the Payroll Review was completed by Marcia McLaughlin and signed by Trustees prior to the meeting.
 4. Transactions Review –
Due to COVID-19 and meetings held virtually via Zoom, the Transactions Review was completed by Marcia McLaughlin and signed by Trustees prior to the meeting. The December 2020 Transactions Review and current budget were discussed. Snow removal costs were reviewed in detail.
 5. Encumbered Funds –
Encumbered funds for outstanding 2020 expenses were discussed. It was noted that any excess snow removal monies for 2020 must be returned to the Town.
 6. Accept Donations –
A motion was made by Chris Peters and seconded by Libby Ellwood to accept donations totaling \$939.00. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed. The \$939.00 amount includes \$100.00 in memory of Frank White, \$712.00 from Teen Fundraising and \$127.00 from other donations.
 7. Director’s Report –
The January 2021 Director’s Report was reviewed and discussed. It was noted that library patrons will be able to temporarily access the Ancestry Library Edition remotely due to the pandemic. It was also noted that Saturday pickup appointments fill quickly, and a pickup table has been added in the brick walkway on precipitation-free Saturdays to allow for more pickups.
 8. Old Business –
 - a. Reopening plans – The Library will remain at Level 3.
 - b. Other Old Business – There was no other old business.
 9. New Business –
 - a. Reimburse Director – A motion was made by Eileen Bischoff and seconded by Chris Peters to reimburse Denise Grimse in the amount of \$103.60 for office supplies and maintenance expenses. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.
 - b. Trustee Resignation – Dale Rockefeller’s resignation has not been received yet. Marcia McLaughlin will follow up.
 - c. Library Assistant 3 Position – The position was offered out but the candidate declined. The position will remain open for now.

- d. Candidate Filing Dates – Filing dates for town candidates are January 20-29, 2021.
- e. Comcast Business Line – The Comcast Business Line was discussed.
- f. Other New Business – The 2021 Draft Budget was discussed.

10. Next Monthly Meetings –

Budget Committee Public Hearing is Tuesday, January 12, 2021, 6:30 p.m. at the GCS and via Zoom.

Town Budget Deliberative Session is Saturday, January 30, 2021, 9:30 a.m. at the GCS and via Zoom.

WPL Board of Trustees Monthly Meeting is Tuesday, February 9, 2021, 4:30 p.m. via Zoom.

A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the January 12, 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 January 12, 2021 meeting was adjourned at 5:31 p.m.

Respectfully submitted,
Eileen Bischoff, Secretary

Director's Report follows:

Weeks Public Library Director's Report January 2021

	Circulation		Change	Number of Events		Event Attendance	
	2020	2019		2020	2019	2020	2019
January	2,509	2,949	-14.92%	38	43	248	303
February	2,563	2,771	-7.51%	37	38	209	244
March	3,208	2,841	12.92%	15	40	92	298
April	1,090	2,733	-60.12%	0	37	0	185
May	1,690	2,884	-41.40%	0	46	0	331
June	746	2,668	-72.04%	0	40	0	675
July	1,067	3,306	-67.73%	0	49	0	321
August	940	3,018	-68.85%	0	40	0	208
September	915	2,716	-66.31%	0	39	0	255
October	1017	2,779	-63.40%	0	38	0	209
November	853	2,532	-66.31%	0	35	0	268
December	930	2,288	-59.35%	0	33	0	236
Totals	17,528	33,485	-47.65%	90	478	549	3,533

	Virtual Events		Downloadable Events	
	Number	Attendance	Number	Views
April	7	18	5	434
May	8	43	7	40
June	8	29	4	22
July	7	31	4	19
August	8	27	0	0
September	7	61	1	4
October	11	54	1	8
November	9	67	1	2
December	10	88	0	NA
Totals	75	418	23	516

Downloadable Material						
	Audiobooks		eBooks		Digital Magazines	
	2020	2019	2020	2019	2020	2019
January	286	197	175	197	12	8
February	284	159	217	205	7	22
March	296	198	213	186	15	13
April	290	168	280	214	11	8
May	288	222	326	196	14	15
June	304	260	214	229	15	6
July	280	233	238	234	7	10
August	361	248	253	249	7	7
September	299	238	218	197	11	17
October	330	248	250	182	17	6
November	309	242	233	168	7	14
December	295	238	264	178	17	11
Totals	3,622	2,651	2,881	2,435	140	137

	Mango Languages		Ancestry Library Edition		Heritage Quest	
	2020	2019	2020	2019	2020	2019
January	51	10	1	48	0	23
February	27	21	0	1	0	4
March	10	20	1	2	2	6
April	36	39	0	0	0	5
May	38	14	0	1	1	5
June	24	14	0	2	0	5
July	14	44	0	4	2	2
August	17	34	0	2	0	2
September	15	18	0	7	0	9
October	7	23	0	3	0	5
November	19	11	0	3	0	1
December	11	11	0	4	0	1
Totals	269	259	2	77	5	68

	Universal Class		World Book Online	
	2020	2019	2020	2019
January	43	50	1	53
February	79	139	1	7
March	125	175	2	0
April	144	26	127	0
May	79	79	6	0
June	24	13	3	33
July	10	5	0	68
August	3	10	0	22
September	4	37	0	6
October	7	73	0	8
November	3	24	1	8
December	11	8	0	6
Totals	532	639	141	211

Recorded Books		
	Acorn TV	Qello
	2020	2020
January	NA	NA
February	NA	NA
March	NA	NA
April	24	4
May	128	6
June	113	0
July	54	0
August	3	0
September	49	0
October	50	0
November	8	0
December	9	0
Totals	438	4

Donations to accept:

\$100 in memory of Frank E. White, \$712 from Teen Fundraisers for the Building Project, \$127 in general donations for a total of \$939.

Other Funds Received:

\$40.99 Lost and Damaged

December

Only a minor tweak in curbside services. We've added a pickup table in the brick walkway on precipitation-free Saturdays. This allows for more pickups on a day with fewer service hours. It also is a day with less construction traffic, so a safe day to add pickups. It also allows for more flexibility in pickup times, as materials are placed on the table and are available until minutes before closing at 1:00 p.m. Patrons are asked to wait in their car if others are in the walkway.

Due to staffing needs in the building, there were no Digital Programs in December. No story time was recorded. Lots of other fun activities were offered this month. A number of new participants joined in. Personal invites seem to work well in bringing kids to programming. Take-and-make activity kits were popular this month. These included remainder kits from past months and the Penguin Party Bags for both age groups. Staff received positive feedback from parents who especially appreciated the kits during the remote schooling week. Distribution of the STEM week Pom Pom Poppers was disrupted due to construction work closing the building for a day and a half for the electricity turnover. So staff is giving out activity kit remainders in January which should be a treat while the students are remote after the holiday break.

Virtual programs via Zoom for K-4: Two new participants attended the LEGO Club making it very fun. The K-4 Fun and Frosty Games also had a new participant invited by a friend. The movement games were a hit. Book club continues to have low attendance but the one participant was very excited about the book and enjoyed the activities. The Penguin Party for all ages was a success. Parties in a bag have worked great!

Virtual programs for G5+ also ran in December. The Digital Escape Room was challenging and kept the kids very involved. Participants at the Game Day had fun. It was a small group but they had fun. Party Bags were available for those in Grades 5+.

The Snack Squad: Hot Chocolate

Spoons was a simple activity that included some cooking skills and techniques. The final products were delicious. One new participant joined and unfortunately two no-shows.

Virtual programs for adults: Remain on hold.

Online Services

Temporary remote access to Ancestry Library Edition is now available through our Atrium catalog system. ProQuest has offered to allow temporary remote access during the pandemic.

Computers and Equipment

The new special AWE computer for the Children's Room was ordered and arrived. The air purifier was ordered and arrived to help with construction dust and COVID issues.

Respectfully submitted,
Denise Grimse, Director