



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, April 13, 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: 4:29 p.m.

Chair Marcia McLaughlin opened the Board of Trustees meeting at 4:29 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. Building Project –

- a. Updates – Building Committee Chair Craig McLaughlin presented a project update. The overall schedule has a projected completion date of June 29. Other dates noted include April 22 for mechanical completion, April 29 for phase 1 furniture delivery, May 10 for shelving installation, June 1 for beginning work in the old building. Drainage issues, a sprinkler system leak and the hiring of an IT person were also discussed.
- b. Legal Fees – There were no new legal fees to discuss.
- c. Approve Fundraising Committee Minutes and Discharge Committee – This was tabled to the May meeting.
- d. Grand Opening Celebration Updates – Chris Peters and Libby Ellwood presented an update on the opening celebration plans. A target date of August 28th was discussed for an official grand opening ceremony. Chris Peters presented a proposed opening ceremony schedule from David Phraener. A smaller ribbon cutting ceremony was discussed for July dependent upon COVID-19 restrictions at that time. A motion was made by Marcia McLaughlin and seconded by Libby Ellwood that due to the complexity of planning, the Weeks Public Library Dedication Ceremony Committee be moved under the direction of The Friends of the Weeks Public

Library, conditional upon their approval. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

e. Other – There was no other building project business.

2. Approve Minutes –

A motion was made by Chris Peters and seconded by Eileen Bischoff to approve the minutes of the March 10, 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. Transactions Review –

a. Final January 2021 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.

b. March 2021 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 current budget was discussed.

5. Accept Portsmouth Garden Club Grant –

A grant of \$500 for landscaping was received from the Portsmouth, NH Garden Club. A motion was made by Chris Peters and seconded by Libby Ellwood to accept the \$500 Portsmouth Garden Club landscaping grant. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed. The funds will be deposited in the Trustees' Building Fund account.

6. Director's Report –

The April 2021 Director's Report was reviewed. Upcoming changes in online services were discussed.

7. Old Business –

a. Reopening Plans – The Library will remain at Level 3. Quarantine times for Inter-Library Loan materials will be reduced to 72 hours.

b. ACH Transactions – Monthly ACH payments for the NH Retirement process were discussed. ACH payments for HealthTrust short term disability were also discussed. Marcia McLaughlin will sign the HealthTrust form.

c. Search Committee Updates – Chris Peters presented an update on the Search Committee's progress. Trustee approval is needed for both the final draft of the Position Paper and salary for the position. Benefits were also discussed. A motion was made by Marcia McLaughlin and seconded by Chris Peters that the Search Committee post a salary range of \$51,000.00 -

\$55,000.00 plus health, dental, vacation and sick pay for the Director position. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed. A motion was made by Chris Peters and seconded by Jane Man to approve the Search Committee Position Paper and to allow the posting/job description to go forward online. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, J. Man – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

d. Other Old Business – There was no other old business.

8. New Business –

- a. State Librarian Report – This was tabled to the May meeting.
- b. Benefits Administrator – Denise Grimse is the current administrator. A temporary Benefits Administrator will need to be appointed until the new Director is in place. This item will be revisited at the May meeting.
- c. NH Municipal Association Workshop – This workshop will be held virtually April 15th.
- d. Meeting Room Policy Workshop – This workshop will be held virtually April 22nd. Questions should be submitted by April 15th to Denise Grimse.
- e. NHLTA Spring Orientation Workshops – Two workshops will be held this year on April 24th and June 7th.
- f. Hillstown Library Cooperative Webinar – This webinar about departures and arrivals of key staff will be held May 7th.
- g. Other New Business – The 2021 NHLTA Spring Conference will be held virtually May 12th and 13th. The NH Library Association survey should be filled out and returned. The Weeks Public Library Board of Trustees will hold a public hearing for accepting donations from the Friends of the Weeks Public Library on April 22, 2021.

9. Next Monthly Meeting –

The next scheduled monthly meeting of the Trustees will be held Tuesday, May 11, 2021 at 4:30 p.m. via Zoom. A motion was made by Chris Peters and seconded by Eileen Bischoff to adjourn the April 13, 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 April 13, 2021 meeting was adjourned at 6:01 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

Director's Report follows:

Weeks Public Library Director's Report April 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
Totals	2,585	8,280	-68.78%	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
Totals	34	NA	279	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
March	351	296	272	213	33	15
Totals	989	866	748	605	61	34

	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
Totals	16	88	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
Totals	121	247	0	4

Recorded Books				
	Acorn TV		Qello	
	2021	2020	2021	2020
January	51	NA	0	NA
February	66	NA	0	NA
March	85	NA	0	NA
Totals	202	NA	0	NA

Events:

Some new things were tried this month which were enjoyed by participants.

K-4 Virtual Programs: Several mini challenges ran during the LEGO Club session resulting in many awesome creations. The kids loved the Bite Sized Snacks program. Peanut butter pinwheels were made. It was a very simple snack project but everyone was so proud of their edible creation! Game Day had a couple new participants and they played some old favorites as well as some new games. At the STEM Stories session, four engaged participants made bug houses and mini greenhouses. They also learned about different types of seeds.

G5+ Virtual Programs: Video Game Day was fun as always. The Graphic Novel Club read "This is Our Pact" by Ryan Andrews. The kids liked it in general, there was lots to discuss. Six participated, a good start to the club. Game Day was slow with only 2 attending. Snack Squad was a great time for all. The project was Sweet and Salty Cereal Bars.

Adult programs are still on hold.

Online Services:

Hopefully IndieFlix will be added sometime in April to the Recorded Books Service. There was no additional cost to add the option, just if patrons check out a license to watch films.

Staff:

New employee, Tracey Skinner, started on March 17. She currently comes in on Wednesday evenings. Training continues on cataloging. Adult program planning will begin in April.

Respectfully submitted,
Denise Grimse, Director