



## *Weare Public Library*

**10 Paige Memorial Lane**

**P. O. Box 227**

**Weare, NH 03281**

**Phone: (603) 529-2044**

**Fax: (603) 529-7341**

**E-mail: [wearepl@comcast.net](mailto:wearepl@comcast.net)**

### *Board of Trustees*

Paul Marsh, Chairman

Susan Morin, Treasurer

Robert Pare', Secretary

Phillip Holmes, Alternate

Lee Marcroft, Alternate

Christine Hague, Director

## **-- APPROVED MINUTES --**

### **Minutes**

### **Board of Trustees Meeting**

**Thursday, July 10, 2014**

**Present:** Trustees Chairman Paul Marsh, Trustees Treasurer Susan Morin, Trustees Secretary Robert Pare', Alternates, Lee Marcroft and Library Director Chris Hague.

The meeting was called to order at 6:31pm as per RSA 91-A: 1-a.

### **Acceptance of Minutes:**

The meeting minutes from June 12, 2014 were reviewed and approved. All Trustees were in favor of the approved minutes.

### **Public Session to accept funds:**

A public hearing came to order at 6:36 pm, per RSA 202-A 4 c. The hearing was held to accept \$164.94 in funds from income generating equipment, donations and other income (see attached table), to be placed in the appropriate funds. All Trustees were in favor of accepting the funds. The public hearing ended at 6:37pm.

### **Director's Report:**

**Collection Development-** This report includes the month of June up to mid-day June 30. At this time, 170 items have been added to the collection during the month, of which 70 were current issues of magazines. We removed 288 holdings, which included 205 issues of magazines.

**Friends of the Library-** the Friends' book drive opened this month. Volunteers sort and pack donations left in the library. The Friends met on June 24 to discuss the August 23 book sale.

**Maintenance & Research** discovered that the best price for heating oil is Dead River at \$3.429. We have reserved 1000 gallons. If it's cold, we'll take our chances on the last fill. Fred Fuller and Irving were not polled, since both have given unsatisfactory service for one reason or another in the past.

**Programs & Summer Reading** kickoff was Saturday, June 21. Forty-seven people attended, and enjoyed games based on the theme "Fizz, Boom, Read!" There is a full schedule of programs and activities for children, teens and adults. The full schedule is visible at [www.wearepl.wordpress.com](http://www.wearepl.wordpress.com) under Calendar.

**Ruff Readers** ended for the summer on June 11. We had 9 in attendance at each June session. There were 10 people at June's coffee hour, including Police Chief Velleca, who talked about the changes he

wants to bring to the police force. This month's book discussion, attended by 14 people, was about Mark Twain's historical novel, *Pliny Fiske*, set in Concord.

Karen Metcalf presented details of the summer programs to an assembly of 540 people at Center Woods Elementary School on June 12. A Tiny Tots session on June 24 was attended by 10 people. On June 26, 29 older children participated in a scavenger hunt that took them throughout the library.

Staff Development ó Chris Hague attended the 2014 update on the N.H. Labor Laws, held June 4 at Sunapee Ski Area. The Hillstown Co-op visited the Portsmouth Public Library on June 6 to see their Maker Space, but Chris didn't go. She presented a talk to six seventh grade classes on librarianship as a career, as part of the Middle School's annual Career Day.

Foundation- the Weare Library Foundation met on June 25. The Foundation's annual meeting convened at 9 AM. Deborra Doscher, a one-year member, decided not to stay on for another term. Suggested new members included Sylvia Beaupre, Ike or Pam Shepard, and Ellen Goldsberry. The federal government has not responded to the request for charitable status, which was filed last year. Jerry Little has enlisted Sen. Ayotte's aides to help move that application along. Foundation members did not respond directly to Chairman Paul Marsh's statement that we need a consultant to help plan, but instead talked about remaining in this building, gutting it, redesigning it to fit our needs, and moving away from a collection of printed books to allow space for other things. No discussion touched upon the historic status of the Paige Room or the cost of upgrading old infrastructure. Chairman Little stated that his belief was that there wasn't enough guidance from the Trustees and therefore the Foundation should just defer any further action indefinitely. Lee Marcroft stated that the library does have a plan and that if the Foundation required a plan in writing one would be presented to them. The next meeting is September 24.

Technology ó Installation of 3 Dell Inspiron 3847 PCs, 2 HP Pavilion Slim line Desktops and 5 AOC LED monitors began May 30. The HPs were advertised as having Windows 7 operating systems but came with Windows 8. Downgrading to Windows 7 would cost money. These computers are for public access. The Dells are for the director's and assistant to the director's offices and the children's circulation desk. Product keys were available to install Office 2010, which the library has already purchased, but the technician said the keys didn't work. Office 2013 was purchased from TechSoup.org, leaving three workstations without office software for 3 days. When 2013 didn't install, the IT was again called. She couldn't install Office 2013, but then realized that there was a step missing, which a technician in the office explained. Office 2010 resided on the server, and had to be fed out to the workstations, which she didn't know. The installation was finished June 4. We are using Office 2010. The remainder in the Computer Capital Reserve is now \$134.18. There is \$134.24 in the Warrant Article 30 account. A new slip printer, printer for public access and speakers had to be purchased. The \$500 donation has not been spent. Other libraries are now using Chrome books for their catalog stations. These are within the amount of the donation.

Circulation ó Mid-day on June 30, the month's circulation totaled 3,180 checkouts. The library has 1377 members of which 977 are adults and 400 children. A final report is forthcoming after the month closes.

### **Old Business:**

## Old Business:

1. Follow up with the Foundation Directors in helping to find a way to improve the relationship between the Town citizens and Library. That would cover the town's citizen's interest in a future library.

Director Chris Hague talked about the Foundation meeting that was held on the 25<sup>th</sup> of June at the library at 8:30 A.M. The funding for a new library and how to present this to the Foundation. Ways were discussed as to what the planning would involve to start the process. Land needs to be found and an architect would have to be hired. The expenses would have to be determined as to what is needed for these costs. The foundation needs facts to back any expenses before moving forward.

2. Investments were discussed and as July 2014 Wells Fargo account was \$130,020.08. Walker Gift at \$3400.00. Simon Bequest \$10,000.00 (to be invested). Flanders's CD \$1,156.00.

3. Director Chris Hague talked about public survey and to hire a consultant. Amber L. Cushing was mentioned as a possibility for this endeavor. Listed below is the proposal info.

## +Cushing Information Consulting

Amber L. Cushing, PhD  
30 Palm St  
Concord, NH 03301  
Phone 603.738.5958  
E-Mail [Cushinga@alumni.unc.edu](mailto:Cushinga@alumni.unc.edu)

## Project Proposal

July 3, 2014

### Objective

To gather data from Weare residents about their preferences, attitudes, and beliefs associated with the Weare Public Library. This data will be used to inform future library planning.

### Recommended plan of action

#### Survey development

I will work with library staff and trustees to develop a survey that will measure library attitudes and preferences using mostly quantitative and some qualitative method (my suggested breakdown is 80% quant, 20% qual). In developing this survey, I will integrate data from larger public library trends found to exist in the United States as a whole, while altering it to fit the Weare community. The survey will be designed to take respondents no longer than 10 minutes.

#### Data Collection

The challenge when conducting any survey is breadth; one wants to gain insight from current library users as well as those resident who do not currently use the Weare Public Library. I recommend a mailing vs. an Internet survey because it has the greater potential to reach everyone. In addition, anyone can respond to a mail survey, regardless of Internet access. In order to reach users and non-users, I suggest using the **US Postal Service Every Door Direct Mail Service**. Using this service, the USPS will deliver the survey to each household in Weare, for a fee far lower than the delivery of a first class letter. After delivery, there are a few methods in which respondents can return the survey to the library. For an additional fee, the surveys can be stamped to return via US mail. Or, respondents can bring their survey to the library, in order to enter for a chance to win an incentive. This can be discussed further with library staff, should you accept this proposal. I do recommend the use of an incentive, as studies have determined it will increase participation. I have included a quote from Town and Country Reprographics of Concord, NH as an example of EDDM and printing costs. However, I am happy to work with the printer of your choice.

### **Data analysis**

The survey responses will need to be input into a spreadsheet, in order to be readable by statistical software (I use SPSS statistical software). This is the most time consuming part of the project. In order to limit costs, I can provide the library with a template and a library staff member/volunteer can input the data (anyone with basic computer skills can complete this task). If I complete the data entry, I will charge my hourly rate of \$50 to complete this task. Once data is entered, I can run descriptive statistics and make recommendations on how to use the data going forward. I will provide a written report.

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### **Future**

Depending on the results, you may wish to conduct follow up surveys with a select population. Additional services will require a new estimate with additional cost.

# +Cushing Information Consulting

Amber L. Cushing, PhD  
30 Palm St  
Concord, NH 03301  
Phone 603.738.5958  
E-Mail Cushinga@alumni.unc.edu

## Estimate for services

July 3, 2014

Estimate is valid for 30 days from date above.

\*All amounts provides are estimates of the time it will take to complete the task. It may take more or less, but we can set a not to exceed time limit for the entire project

### Description Estimate Price Total

Interview and assessment 1 hour\* \$50/hour \$50.00

Survey development 2 hours\* \$50/hour \$100.00

Data entry (can completed by library staff to eliminate charge) 2-4 hours\* \$50/hour \$100.00-\$200.00

Data analysis 4-5 hours\* \$50/hour \$200.00-\$250.00

**Quote from Town & Country Reprographics of Concord, NH for printing and EDDM postage (Printer will client directly)**

Every Door Direct Mail postage for 3,606 households \$.18/item \$631.05 \$631.05

Option 1. Trifold printing, allows respondent to return via USPS \$.47/item \$1694.82 \$1694.82

Option 1. Return postage for 3,606 pieces \$.34/item \$1226.04 \$1226.04

Option 2. Flat piece, no return postage respondent would be responsible for returning to library

\$.17/item \$613.02 \$613.02

**Estimated cost for CIC Services: \$450.00-\$650.00**

**Estimate cost for printing & EDDM \$1244.07-\$3551.91**

**Estimated TOTAL \$1694.07-\$4201.91**

The Trustees present voted to approve this and not to exceed \$4200.00 Chairman Paul Marsh motioned, Secretary Robert Pare seconded, and Treasure Susan Morin-yes. Passed 3-0-0.

4. Director Chris Hague stated the need to replace a couple computers with windows 7 and Microsoft Office 2010. This was discussed as being a necessity so the Trustees discussed the cost and where the funds would come from. By a vote of the Trustees, Chairman Paul Marsh-yes; Treasure Susan Morin-yes; Secretary Robert Pare yes. Passed 3-0-0. The monies would come from the operating business.

5. A list was given to the Trustees on Summit computers charges and a credit.

Invoice #: 10296

Resource:

Date Range: All

Time Entry Status:

Ticket Status: All

**Time Edit** Location: All

Business Unit: All

Work Role: All

Work Type: All

Agreement: All

**Summit Computer Services LLC**

06/04/2014 Ashley Tommila  
Professional Services

On-Site (8AM-5PM)

Technician

Y 1.00 1.00 95.00 95.00

Ticket#: 49141 - Issues Installing Microsoft Office 2013

Notes: Transfer Chris' email over to her new computer.

Outlook Express to Outlook 2010 (already installed on old computer, was just not in use)

Export .pst file and contacts to thumb drive.

Transfer from thumb drive to Chris' new computer (WPL05)

Add mail account, use existing .pst file

Test send / receive to my gmail account as expected.

06/03/2014 Jeff Jackson

Professional Services

On-Site (8AM-5PM)

Technician

Y 1.00 1.00 95.00 95.00

Ticket#: 49141 - Issues Installing Microsoft Office 2013

Notes: Work with Ashley to download and install MS Office 2013. The download is an ISO and for some reason Magic ISO would not mount the image. In the process of messing with MS Office 2013 we

found the MS Office 2010 license keys and installed that instead.

Installed, configured and activated. MS Office on 5 workstation

06/03/2014 Ashley Tommila

Professional Services

On-Site (8AM-5PM)

Technician

Y 1.00 1.00 95.00 95.00

Ticket#: 49141 - Issues Installing Microsoft Office 2013

Notes: Install MS Office 2010 - MS Volume Licensing is a pain...

Cannot open ISO images with MagicISO on server - too old.

Tried from Chris' computer, however it was taking forever to shut down and boot...

Found share on Server for Office 2010, installed on WPL01, 02, 03, 04 and 05.

Confidential Page 1 of 2 Mon 06/30/2014 3:52PM GMT -4

### **Summit Computer Services LLC**

**140 Bogue Road**

**Weare, NH 03281**

**United States**

**(603) 513-1805**

#### **Bill To:**

Weare Public Library

Attn: Chris Hague

PO Box 227

Weare, NH 03281

#### **Date Invoice**

06/30/2014 10401

#### **Account**

Weare Public Library

#### **Reference**

Invoice #10296 - Credit

**Invoice Subtotal:** (190.00)

**Sales Tax:** 0.00

**Invoice Total: (190.00)**

Thank you for the opportunity to serve you!

### **NEW BUSINESS:**

1. Director Chris Hague gave each Trustee a copy of funds from June to July 2014. Which is listed below.
2. Discussed with Director Chris Hague the different forms for reviewing the Directors performance review and a copy of different types was given to each Trustee to review. This will be discussed at the next meeting and the Trustees will now have time to review the material. Thank You Chris.

No further business to discuss, Chairman Paul Marsh moved and Treasure Susan Morin seconded, to adjourn the Trustees meeting. All voted in favor 3-0-0. Meeting adjourned at 8:48p.m.

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ATTACHMENT: HEARING TO ACCEPT FUNDS:

WEARE PUBIC LIBRARY  
Hearing to Accept Funds  
May 1, 2014

| SOURCE                      | DESIGNATION     | AMOUNT          |
|-----------------------------|-----------------|-----------------|
| Donations                   | books, supplies | \$29.00         |
| Replace card                | books, supplies | \$5.00          |
| Income generating equipment | books, supplies | \$130.94        |
| TOTAL:                      |                 | \$164.94        |
| <b>Grand Total</b>          |                 | <b>\$164.94</b> |

Next meeting is first Thursday of August 7, 2014  
Respectfully submitted,  
Robert Pareø Secretary