

Board of Trustees
Pelham Public Library
Draft April 11, 2012 Meeting Minutes
(To be approved at the May 9, 2012 meeting)

Call to Order:

The meeting was called to order by Doug Fyffe at 6:45 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Doug Fyffe; Carolyn Thompson; Carol Roberts, Interim Library Director

Others present:

Corinne Chronopolous, Adult Services Librarian
Tyler Speck, New York Life (arrived at 7:10 pm, left at 7:45pm)

Approval of Agenda:

Diane asked to add an item regarding the inheritance and options for investing the money to maximize the interest. A motion to accept the agenda as amended was made Susan Snide, seconded by Carolyn Thompson. Motion passes 5-0-0.

Secretary's Report: The minutes from the March 14, 2012 meeting were reviewed. A motion to accept the minutes as amended was made Doug Fyffe, seconded by Diane Chubb. Motion passes 5-0-0. The minutes from the March 19, 2012 meeting were reviewed. A motion to accept the agenda as amended was made Doug Fyffe, seconded by Susan Snide. Motion passes 5-0-0.

Treasurer's Report:

The revised financial report for March 2012 was reviewed.
The beginning balance of the trustees' bank account was \$20,080.41.
Deposits of \$706.40 were made in March.
Expenditures of \$2,218.72 were made during the month.
The end of month bank statement balance was \$18,568.09
The end of the month balance in the account was \$19,175.95.

Petty Cash policy: Susan sent a draft policy to the staff for comments and input. Once they have given their input, we can review, approve and implement the policy.

Manifest and Invoice payment: Invoices arrive daily and need to be paid. Trustees are now required to review each invoice and approve payment. Options include having three trustees coming in regularly to review and approve invoices or having trustees approve a manifest that lists all of the invoices. This would need to be done on an almost weekly basis.

Doug suggested that the manifest be sent out via email, thus notifying everyone that there are invoices to be reviewed and signed. We can advise, via email, who has reviewed the documents and whether an additional person is required.

Corinne will be creating a spreadsheet for tracking the invoices, which budget line the invoices is paid from, and other detailed information.

A motion to accept the March Treasurer's report was made Diane Chubb, seconded by Susan Snide. Motion passes 5-0-0. A motion to accept the March Treasurer's report was made Doug Fyffe, seconded by Deb Kruzel. Motion passes 5-0-0.

Financial Presentation:

Tyler Speck from New York Life, provided information regarding potential options for the use of the inheritance from Anna Beaudoin. Those options include mutual funds and money markets that would provide some income in the form of interest.

Director's Report: The Director's Report for March 2012 was reviewed.

Corinne has moved into the Director's Office and is moving forward in the transition. The staff is excited about the change. Carol is continuing in her role as interim director and is mentoring Corinne.

Job Descriptions: Corinne is reviewing the job descriptions for all of the staff, modifying them and updating them as necessary.

Telephones: The phones, including all the extensions, have been updated.

Technology Training:

Corinne has completed her survey of the staff regarding their technology skills. She has designed sessions tailored for each staff member, and the process will be on-going.

Budget and Planning:

At the end of March, we are in good shape and under budget. The weekly tracking provided by the town's bookkeeper is very useful.

Transition of Job Duties:

Employment agreements are needed Corinne as director-in-training to define job duties. Corinne would like a contract presented to her soon, as she has already begun the different job duties. The trustees explained that we are trying to do things correctly, legally and in a manner that is fair to all involved. However, the trustees need more information regarding the potential salaries.

Transition Planning:

Staff Meeting: A full staff meeting was held on March 29. Debbie Kruzel came to the meeting and announced the trustee's decision to offer the director's job to Corinne.

Carol has identified several areas that need to be resolved in the process of the transition.

Building Maintenance:

Carol has created a list of building maintenance issues to be given to Town Hall.

The trustees need to meet, perhaps in a smaller committee, regarding the expenditure of the ADA fund.

Space planning: The staff met to discuss space planning on both floors and identified areas that need attention.

Monthly statistics:

258 items were acquired during January, and 193 were withdrawn. 74 items were loaned through Interlibrary loan, and 25 items were borrowed.

Susan Snide made a motion to accept the Director's report. Diane Chubb seconded the motion. Vote in favor 5-0-0.

Adult Services Report: The Adult Services Report for March was reviewed.

Computer Classes: eReader workshop attendance has leveled off. Corinne will be taking a break from formal classes and continue with scheduled 1 on 1 appointments.

Garden Programs: The Heirloom Tomato program was great success with about 15 people attending. The worm composting program will be April 19, and an organic gardening lecture will be held on April 21. The garden series is in direct response to several patron requests. This community loves to garden! Corinne has also done some special purchasing to build our garden book collection before these events.

Artist of the Month: Artist of the Month for March was very well received. The Robert Frost theme was wonderful and many patrons commented on the work and poetry. April artist is Don Whittemore. He will host a lecture on acrylic paints as part of his artist reception.

Co-op meeting: Corinne attended the March meeting in Chester. The focus of meeting was on greening libraries. There were many helpful tips given but happily Pelham Public Library is already running a very green operation. Partly because we are small but mostly because of the people who work here, we are a very clean operation. We use mugs, we recycle our paper and books, we use mostly recycled scrap paper, we turn off lights we aren't using, and we use an Energystar copy machine.

Things we can improve upon: using recycled printing paper whenever possible, shutting down computers at night, and unplugging any appliances we are not using. Corinne will be encouraging the staff to work on these.

Circulation: Circulation has definitely fallen in the past 2 years and it has flat-lined for the past year. We know this is mostly due to changing aspects of our community needs (the library as a community center and more focus on programs) and a growing use of eBooks. However, there are things that can be done to shake up our appearance and make our collection look more appealing. The staff will be working on better book displays, possibly moving parts of the collection around, and lots of other creative ideas.

Statistics: Attached.

Susan Snide made a motion to accept the March Adult Service's report. Diane Chubb seconded the motion. Vote in favor 5-0-0.

Children's Librarian Report:

The Children's Report for March was reviewed.

Community Night: Corinne, Doug Fyffe, and Debbie Laffond attended Community Night on Tuesday, March 6th at the Pelham Elementary School. We discussed our programs and materials as well as upcoming events and Doug passed out handouts for the upcoming Library Warrant Article. The event was very well attended by Pelham residents and we chatted with lots of people.

StoryTimes: March story times were about "Planes, Trains and Automobiles". Story time discussions, books, activities and crafts involved transportation stories.

Stuffed Animal Sleepover: Our teen TAG Group met on the 7th to discuss our upcoming "Stuffed Animal Sleep Over". The teens were very eager to participate in this event and we had a productive discussion about the logistics of this busy evening story time! They then all showed up on the "big night" and were so helpful in making sure that this event was fun and successful for all of the children who participated. It was a very busy few hours and the kids really stayed focus so that we were able to get everything accomplished by closing time @ 8:00- no small feat!

Tasting o' the Green - On March 16, Lori set up a large, varied display of green foods for the kids to sample, arranged a craft for them to do and organized a few simple games for them to play. The kids had a ball and seemed to appreciate Lori's efforts to provide a fun, festive event for them. You rock, Lori!

Summer Reading Program: There will be some returning popular events like the Big Truck Night, Watermelon Day and Water Fun Day but also are planning some other great things! In support of the themes of "Dream Big, Read" and "Own the Night", Debbie has been in contact with a local Boy Scout Troop whom she hopes to recruit for a "Boy Scout Camping" demonstration around our new patio. Michelle Pinksten, a library patron who is also an accomplished artist, has agreed to come in and teach an art class on how to draw monsters! Debbie is also planning on hosting an "Unsleep-

Over Party” where the kids (my 7-9 yr. old, oldest story time group) are invited to the library after hours on a Monday night, probably 7:00-10:00, for a fun evening of games, snacks and crafts. How cool to be in the library when it’s closed to everyone else!

Grant proposal: Debbie has submitted my application for the **Kids, Books and the Arts Grant** again this year and I am anxiously awaiting a response from the committee. She has tentatively booked Norman Ng, an amazingly talented magician, for our end-of-summer finale so hopefully the funds will be available for this event.

FLIP Book Sale: Thanks to the efforts of Jo-Ann Beauregard who collected an amazing variety of great books, a score of volunteers who helped with set-up and take-down, and the rest of the library staff who made sure this event was well organized and publicized, we made over \$1000 and many Pelham and surrounding area residents got some great deals! We are very encouraged with the results of this sale and are looking forward to hosting another sale in the fall!

Request for Purchase: Debbie would like to purchase the following items for use in the YA and Children’s Areas:

<input type="checkbox"/>	Magnetic Poetry Kids Story Maker	\$12.00		
<input type="checkbox"/>	The Poet Magnetic Poetry Kit	15.95		
<input type="checkbox"/>	CD- Highly Usable Music	<u>13.95</u>	>	total: \$42.89
	Props and display items for Teen Area:	37.30	>	total: <u>\$37.30</u>
				Grand total: \$80.19

Diane Chubb made a motion to authorize Debbie Laffond to spend \$80.19 to purchase the Magnetic Poetry Kids Story Maker, Poet Magnetic Poetry Kit, CD- Highly Usable Music and props and display items for Teen Area. The funds will be taken from the Trustee Account. Seconded by Susan Snide. Vote in favor 5-0-0.

Volunteers: 19 volunteers logged 80 hours.

Diane Chubb made a motion to accept the March Children’s Librarian report. Doug Fyffe seconded the motion. Vote in favor 5-0-0.

Unfinished Business:

Grantwriter:

Carolyn Singer, the grantwriter, needs more information in order to submit a particular grant.

It includes items such as salaries, copies of 501(c) documentation for the Friends of the Library, etc. The items must be provided by April 15 in order to apply for this particular grant. Carol was unsure whether that deadline could be met.

Inheritance: Diane had an opportunity to speak with Phil Currier, the attorney for Anna Beaudoin, regarding the inheritance. Notice will be placed for the next meeting to include formal acceptance of the inheritance.

Officers: The Trustees determined the Board officers for the current year. Chair: Doug Fyffe; Vice Chair: Debbie Kruzel; Treasurer: Susan Snide; Secretary; Diane Chubb; Liaison to the Friends: Carolyn Thompson.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel and (b) hiring of any person as an employee was made at 8:55 pm by Diane Chubb and seconded by Susan Snide to discuss employment issues related to Corinne Chronopolous and interim director Carol Roberts. Vote in favor 5-0-0.

Non-public session

Diane Chubb made a motion to exit non-public session at 9:45 pm, seconded by Doug Fyffe. Vote in favor 5-0-0.

Roll call: Doug Fyffe – yes; Diane Chubb – yes; Susan Snide – yes; Debbie Kruzel – yes; Carolyn Thompson - yes.

Public Meeting Adjourned: The meeting was adjourned by the Chair, Doug Fyffe, at 9:45 PM.

Next Public Meeting:
Wednesday, May 9, 2012
6:30 pm
Pelham Public Library

Respectfully submitted,

Diane M. Chubb
Secretary
Board of Trustees