

Board of Trustees  
Pelham Public Library  
April 17, 2013 Meeting Minutes  
(Approved at the May 15, 2013 meeting)

Call to Order: The meeting was called to order by Susan Snide at 6:35 PM.

Members present: Susan Snide, Carolyn Thompson, Lori Adams, Robert Atwood, Angela Hinkle

Others present: Corinne Chronopoulos, Director

**Approval of Agenda:**

A motion to accept the agenda as amended to add Election of Officers to Unfinished Business and Library Credit Card for expenses to New Business was made by Susan Snide and seconded by Angela Hinkle. Motion passes 5-0-0.

**Secretary's report:**

The minutes for the March 20, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Susan Snide, seconded by Lori Adams. Motion passes 5-0-0.

**Treasurer's report:**

The March 2013 Treasurer's report was reviewed.

For March:

The beginning balance of the trustees' bank account was \$ 9,618.66

Deposits of \$1,028 were made in March.

Expenditures of \$0 were made during the month.

The end of the month balance in the account was \$ 10,647.09

Carolyn Thompson made a motion to accept the March Treasurer's Report, seconded by Robert Atwood. Vote in favor 5-0-0.

**Director's Report:**

The March Director's report was reviewed.

**Budget:**

Town Auditor will be reviewing the 2012 Trustee statements and Treasurer Reports. Petty Cash and procedures will also be looked at.

The closing on Saturdays during the summer months was discussed with senior staff. All supported the idea due to cuts in the budget and wanting to retain the current level of service and programming during the week as attendance historically has been low on Saturdays during the summer months. Trustees Carolyn Thompson and Robert Atwood voiced their concerns. The discussion of closing on Saturdays was tabled until the next meeting.

Grant applications were sent on behalf of FLIP to Home Depot and Walmart for funding for the Plant-a-Row Program. Waiting to hear back if funding has been awarded to the Friends of the Library for this program.

**Funds Request:** The iPads invoice with AppleCare was \$43.71 above requested amount. Angela Hinkle made a motion to pay \$43.71 from Fines and Fees, seconded by Robert Atwood. Vote in favor 5-0-0.

**Building/Equipment Maintenance:** The town has transplanted the trees that were moved from the construction area. The patio area by the side of the library is looking beautiful. Corinne is working on getting a picnic table and Adirondack chairs for the area. FLIP hopes to do a Penny Drive to help fund the seating.

**Integrated Library System Update:** ByWater Solutions continues to offer exceptional support. The library will be moving to a Mobile interface for OPAC soon. A procedure for overdue notices and printed letters is in place using Koha.

**FLIP- Friends of the Library:** The Book Sale was successful! FLIP made over \$1,000 to help with funding for Library programs. FLIP also voted to add 3 new Museum Passes exclusive for those who are members of the Friends of the Library with hopes to increase membership which is a bargain at \$10 per year for a family.

Adel Cerri is stepping down after 6 years as the FLIP treasurer. The Friends of the Library are actively looking for someone to fill the vacancy.

**Programs/Resources:** Job Help Page – Annie and Corinne are working on marketing the career services available through the library. A page was created on the website to direct patrons to resume templates, interview tips, and make them aware of this service.

Volunteer Reception – There was a great turn out and the teen volunteers were most appreciative of the recognition.

Pelham Reads – A new Pelham Reads program is being organized. Participants will read August Gale by Barbara Walsh. Corinne is working closely with the author in launching this program in July and push the book to the community for 3 months. Displays and pick-up areas would be created throughout the town. Funding through business sponsors or donations would help fund up to 100 copies of the book. A series of programs would be planned around the theme memoir and family stories.

### **Staff Updates:**

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel was made at 7:07 pm by Susan Snide and seconded by Carolyn Thompson to discuss staffing and schedules. Vote in favor 5-0-0.

Roll call: Susan Snide – yes; Carolyn Thompson – yes; Lori Adams – yes; Robert Atwood – yes; Angela Hinkle – yes; Corinne Chronopoulos – yes.

### **Non-public session**

Susan Snide made a motion to exit non-public session at 7:32 pm, seconded by Carolyn Thompson. Motion in favor 5-0-0.

Roll call: Susan Snide– yes; Carolyn Thompson – yes; Lori Adams – yes; Robert Atwood - yes; Angela Hinkle – yes; Corinne Chronopoulos – yes

Carolyn Thompson made a motion to seal the non-public minutes at 7:33, seconded by Susan Snide. Motion in favor 5-0-0.

Robert Atwood made a motion to accept the Director's Report, seconded by Angela Hinkle. Vote in favor 5-0-0.

### **Adult Services Librarian Report:**

The overall theme for programs and classes in March was Career Preparation. Three programs focused on enhancing resumes and creating an effective LinkedIn profile. There were also three one on one sessions for specific resume guidance and assistance in completing new hire paperwork.

Two other programs were well attended. The first being The Online Security Best Practices program given by Scott Seiler was attended by 13 patrons. The second program was the annual Heirloom Tomato seed planting led by Library Assistant, Lucie. Eighteen patrons attended this popular event. The seeds were generously donated by a local nursery.

Programs in the planning stages include the Pelham Reads program and adding a new catalog searching station upstairs in the library. Annie is currently working with Holly Doe, Pelham School District Technology Integrator to get students from the Technical Honor Society to get involved with creating this new station using a device called Raspberry Pi. This project will encourage programming initiatives with teens, as well as providing the library with a cost effective way to have a catalog search station in the teen area.

### **Upcoming and Ongoing Programs:**

Scrabble and Knit groups meet weekly

April 23 - Adult Book Club: The Great Gatsby

April 25 - Book Signing and Presentation by local author Titus Plomaritus

*For a listing of current events visit the Pelham Public Library website and click on events.*

Robert Atwood made a motion to accept the Adult Services Librarian Report, seconded by Susan Snide. Vote in favor 5-0-0.

### **Children's Librarian Report**

The theme for the month of March was "Discover Your Dreams". For these story times they talked about night time dreams and the kids shared dreams/plans for when they grow up.

A Stuffed Animal Sleepover was held in March. There were more than 55 patrons in attendance that enjoyed a story and a bedtime snack before saying goodnight to their stuffed animals. Twenty Eight stuffed animals had an eventful evening and when the kids picked them up in the morning they each received a detail letter of what goes on after hours in the library.

Marilyn's "Daddy and Donuts Story Time" featured stories and crafts about St. Patrick's Day. After listening to stories, the children and their dads made leprechaun bookmarks.

Drop-in Craft for March was an Easter Crafts afternoon. Approximately 55 children and their families showed up to make a variety of Easter crafts including marbled eggs and Bunny Jars. Due to the large number of participants we enlisted the help of some of our TAG / teens to help out.

Tuesdays with stories is an elementary age book group. March's theme was "I Didn't Know That". After looking at a variety of books, the children chose a book about Ancient Egypt to discuss and one of the children in attendance is actually from Egypt so there was lots of first-hand knowledge. They then chose a recipe from a cookbook and made pancakes.

The Kindergarten class from King's Kids made a visit to the library in March. The children had a tour of the library and searched for a variety of items in the library during a scavenger hunt.

Upcoming Events for April Vacation include Earth Day – Worm Composting for families, Mucky Mud, Digging for Treasure, Teen Gaming Day and Make a Litter Bag for Your Car.

Susan Snide made a motion to accept the Children's Librarian Report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

### **YA Monthly Report**

There were eight Teen programs offered in March with over 57 teens and tweens participating in the events. The programs included a Movie and Popcorn Night, Decorating Shamrocks, Teen Tech Week, TAG meeting to plan for the Stuffed Animal Sleepover, a Tasting O' The Green Day, the first meeting of the Anime Club and Teen and Tween egg decorating.

Susan Snide made a motion to accept the YA Report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

### **Unfinished Business:**

**Trustee orientation** and review of binders

**Social Media Policy** – final draft was reviewed by the Trustees and approved. Lori Adams made a motion to accept the new Social Media Policy, seconded by Carolyn Thompson. Vote in favor 5-0-0.

**Internet Filter update and internet policy** – The internet filter on the library computers has been revised to provide patrons with more information, but it was discussed by the BOT that the message that pops up as a flagging notification is inappropriately stated and there is no mention of malware which was the initial reason the town put a block on certain website categories. Is this a moral issue or a technical issue? If it is a technical issue that the website being viewed may potentially cause malware or viruses then the message should clearly state that. The BOT will draft a letter to the Selectmen to be added to the next agenda to discuss this issue further.

**Election of Officers:** Robert Atwood nominated Carolyn Thompson to serve as Chair of the Board of Trustees. Angela Hinkle seconded the nomination. Susan Snide moved to close nominations for Chair and to elect Carolyn Thompson as Chair of the Board of Trustees. Lori Adams seconded the motion which passed with all members voting in favor 5-0-0.

Carolyn Thompson nominated Lori Adams to serve as Vice-Chair of the Board of Trustees. Robert Atwood seconded the nomination. Susan Snide moved to close nominations for Vice-Chair and to elect Lori Adams as Vice-Chair. Angela Hinkle seconded the motion which passed with all members voting in favor 5-0-0.

Carolyn Thompson nominated Angela Hinkle to serve as Secretary of the Board of Trustees. Susan Snide seconded the motion. Susan Snide moved to close nominations for Secretary and to elect Angela Hinkle as Secretary for the Board of Trustees. Lori Adams seconded the motion which passed with all members voting in favor 5-0-0.

Lori Adams nominated Robert Atwood to serve as Friends of the Library Liaison for the Board of Trustees. Carolyn Thompson seconded the motion. Susan Snide moved to close nominations for Friends of the Library Liaison and to elect Robert Atwood as Friends of the Library Liaison. Angela Hinkle seconded the motion which passed with all members voting in favor 5-0-0.

**New Business:**

Long Term Plan Plans – BOT and Director will need to sit down in the near future to discuss Long Terms Plans for the Library.

Plant a Row program was approved by the Selectmen. BOT approved the program contingent on funding from the Grants applied for by the Friends of the Library. The Plant a Row program would provide fresh produce for the Pelham Food Pantry. As a community initiative perhaps some members from the Garden Club would like to assist with this project.

Credit Card/Debit Card for Library purchases was discussed. If recommended by the auditor, a policy that covers use and limitations would need to be written and adopted by the Trustees.

Public Meeting Adjourned: The meeting was adjourned by Susan Snide, at 9:35 PM.

Next Public Meeting: Wednesday, May 15, 2013 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson  
Carolyn Thompson  
Chairman, Board of Trustees