

Board of Trustees
Pelham Public Library
April 16, 2014 Meeting Minutes
Approved May 21, 2014

Call to Order: The meeting was called to order by Lori Adams at 6:05 PM.

Members present: Carolyn Thompson, Lori Adams, Rose Ann Cares, Cindy McGhee, Darlene Michaud

Others present: Corinne Chronopoulos, Director; Annie Seiler, Adult Librarian

Approval of Agenda:

A motion to accept the agenda as amended was made by Carolyn Thompson and seconded by Lori Adams. Motion approved 5-0-0.

Secretary's report:

The minutes for the March 19, 2014 meeting were reviewed. A motion to accept the minutes as amended was made by Rose Ann Cares, seconded by Lori Adams. Motion approved 5-0-0.

Treasurer's report:

The March, 2014 Treasurer's report was reviewed.

For March:

The beginning balance of the trustees' bank account was \$ 12,779.35

Deposits of \$ 428.02 were made in March.

Expenditures of \$ 2,042.01 were made during the month.

The end of the month balance in the account was \$ 11,165.36

Lori Adams made a motion to accept the March Treasurer's Report, seconded by Carolyn Thompson. Motion approved 5-0-0.

A request for three checks was made:

Kate Alcott book sales- Corinne Chronopolous made a deposit of \$198 into the General Fund for Kate Alcott books ordered and paid for by library patrons. Carolyn Thompson made a motion to approve a check in the amount of \$175.17 from the General Fund to be made to Corinne Chronopoulos for reimbursement for the purchase of Kate Alcott books, seconded by Lori Adams. Motion approved 5-0-0.

Inter Library Loan- a Pelham Library patron misplaced a book and submitted payment to cover cost for replacement. Carolyn Thompson made a motion to approve a check in the amount of \$21.21 from the Lost and Paid For account be made out to Kelley Library in Salem, NH, seconded by Rose Ann Cares. Motion approved 5-0-0.

NH Humanities Council Grant – A NH Humanities Council Grant was awarded to the Pelham Library in the amount of \$200 and deposited into the Trustee Funds. Lori Adams made a motion to approve a check in the amount of \$213 (program plus mileage) payable to Sally Matson, presenter of Susan B. Anthony, seconded by Rose Ann Cares. Motion approved 5-0-0.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) personnel was made at 7:05 PM by Lori Adams and seconded by Carolyn Thompson. Vote in favor 5-0-0.

Roll call: Lori Adams – yes; Cindy McGhee – yes; Carolyn Thompson – yes; Darlene Michaud – yes; Rose Ann Cares – yes; Corinne Chronopoulos – yes; Annie Seiler – yes.

Carolyn Thompson made a motion to seal the minutes, seconded by Lori Adams. Motion approved 5-0-0.

Lori Adams made a motion to exit non-public session at 7:59 PM, seconded by Carolyn Thompson. Motion approved 5-0-0.

Director's report:

The Director's report was reviewed.

Building/Administrative:

Clock – Clock service completed on April 3, 2014. Clock is running smoothly but still running slow.

Chairs – Fabric was ordered and has arrived. Corinne plans on dropping off the chairs and fabric in Concord on April 18th.

Staff Room – Waiting on insurance claim to be complete after the recent water damage. The wall will be cut out, patched and painted. The window frame will also be replaced and the rug will likely remain.

Director Transition – A ten page document with details on staff, communications, budget, trust funds, current grants, website and social media, collection development, the strategic plan, technology, FLIP, etc. has been created to ease the transition from Corinne as Director to a new incoming director. A Login/Password binder with procedures, accounts, online newsletter, database statistics, and the intranet will also be available.

Trustee Calendar of Events was also distributed and reviewed.

Budget:

The overall Operating Budget and details for each line item were reviewed.

Staff:

Corinne and Debbie approved a modified schedule for Rebecca, YA Librarian, during the summer so that she is able to take a college course. Other important vacation requests were also approved by Corinne but deferred all other future requests to the new director.

Lori Adams made a motion to accept the Director's Report, seconded by Carolyn Thompson. Motion approved 5-0-0.

Adult Services Librarian Report:

Statistical Data for February : 21 Museum Passes loaned; 58 People Attended Programs; 406 people used computers; 296 reference questions answered; 938 website visitors; 785 DVDs circulated; library usage (circulation, patrons and database usage) is up for March 2014 compared to March 2013.

Programming:

The Kate Alcott program held in March at the Senior Center was well attended. Over 45 people attended this Author Talk.

The Susan B. Anthony: The Invincible event will be presented by Sally Matson on April 24. This program is funded through the Humanities Council Grant program.

Microsoft Word – An evening computer class will be offered on April 29th.

Transparent Language program – the language learning portion of the library's collection is regularly used and a learning program for patrons with more language options than what is currently available in house. A proposal to purchase a one year subscription to Transparent Languages was made. TL is a New Hampshire base company and the online program provides over 80 languages and 24 ESOL options ranging from beginning language skills to higher level learning skills. Patrons would be able to create their own login and move at their own pace through the tutorials. Lori Adams made a motion to approve a check in the amount of \$750 from the Fines & Fees Account for a one year subscription to Transparent Language, seconded by Darlene Michaud. Motion approved 5-0-0.

Technology Pamphlets – Annie is creating a variety of device-specific (Kindle, Kindle Fire, iPad/iPhone, etc.) handouts to guide patrons through the process of using New Hampshire Downloadable Books.

YA Monthly Report

TOSHOCON had an amazing 60+ participants turn out for the Pelham Library Anime Club's first ever Anime-Library Convention, Toshicon. Teens from Pelham, Windham, Nashua and Salem had a great time masquerading in cosplay, participating in a number of games and activities and hosting panels on two of the most popular anime/comics. Some suggestions were also made on how we can improve the current manga collection.

Teen Tech Week – Six teens participated in an Hour of Code. They used web building tools such as blockly as well as tools provided by Code.org

YA Programs offered: 10; YA Program Attendance: 145; YA volunteer hours: 50.5/7 volunteers; YA computer usage 6-8 teens per weekday; XBOX Usage: 32 teens;

Children's Services Report

Children's Area Reference Transactions: 170; Story Times offered: 13; Molly Hobbs Program Attendance (children & adults): 551; Use of Molly Hobbs Room (includes all program usage) 34.

*Two special evening programs were held in March.

Highlights of the month for March were Dudes and Dudettes Night – birdhouse making program and Lovely Lassies and Lads Tea Party. The children were excited to be building authentic bluebird houses and not kits from A.C.Moore's. The Tea Party was just as successful as the boys and girls and their families sipped hibiscus tea and munched on scones and clotted cream as they discussed proper etiquette and decorum.

Two Cub Scout Programs– Debbie introduced the Pelham Library to over 30 boys with a tour, scavenger hunt and questions and answers.

Lori Adams made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 5-0-0.

Friends of the Library: Darlene reported that the Friends of the Library had a successful Book Sale. The next event that FLIP is sponsoring is Clothes Swap Night on May 6th. The group also worked on updating their current bylaws, the Scholarship Program, renewal of the Boston Aquarium pass. At their July meeting they will begin to plan for the 2015 Gala Event. All are welcome to join in on the fun.

Unfinished Business:

Employee Contracts and Long range salary plans – Draft of Employee Contract from Attorney Kate DeForest's office will be reviewed and finalized in May.

New Business:

Director Search – The pool of applicants was narrowed down to four candidates and interviews will begin next week.

Shelving – A request for additional shelving in the Children's Area was made. The shelves are a custom size and would be installed by Tucker Shelving. The estimated cost is \$1,727. Lori Adams made a motion to approve a check up to the amount of \$1,800 from Fines and Fees (Upgrade to Equipment), seconded by Rose Ann Cares for shelving in the Children's Area. Motion approved 5-0-0.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:51 PM.

Next Public Meeting: May 21 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary, Board of Trustees