

- **Board of Trustees**
- **Pelham Public Library**
- **April 22, 2015 Meeting Minutes DRAFT**

- **Call to Order:** The meeting was called to order by Lori Adams at 6:35 PM.
- **Members present:** Lori Adams, Darlene Michaud, Rose Ann Cares, Cindy McGhee. Karen Baillargeon absent.
- **Others present:** Irja Finn, Director
- **APPROVAL OF AGENDA**
 - First agenda item is inviting FLIP to the next meeting on May 27th from 6:30 until 7:00, invitation will be drafted.
 - Rebecca will be asked by Iria to post updated time
 - Agenda approved. Lori, Rose 2nd
 - Reports

**MARCH 2015
Library Trustee Account (Enterprise Bank)**

Trustee Accounts	Beginning	Deposited	Spent	Balance	
General Fund	\$201.00	\$0.00	\$0.00	\$201.00	
Fines & Fees, & Income Generating Equipment	\$7,439.26	\$547.00	\$478.56	\$7,507.70	deposited \$333 fines & chk # 280, \$194.14 Xer (monthly), chk # 284 W approved 3/18
Lost & Paid For	\$430.85	\$17.99	\$0.00	\$448.84	
FLIP Money/Programs	\$9.40		\$0.00	\$9.40	
Fundraising/Grants					
Children's Garden Donation	\$192.24	\$0.00	\$0.00	\$192.24	
Donation and Match for Large Print Books	\$134.75	\$0.00	\$0.00	\$134.75	
Trust Fund Income					

Beaudoin (Large Print books)	\$0.00	\$0.00	\$0.00	\$0.00	
Seavey (books)	\$0.00	\$0.00	\$0.00	\$0.00	
Brown (anything)	\$3,251.60	\$0.00	\$0.00	\$3,251.60	
Hobbs (anything)	\$0.00	\$0.00	\$0.00	\$0.00	
Cutter (books)	\$0.00	\$0.00	\$0.00	\$0.00	
Gage (books)	\$666.63	\$0.00	\$594.28	\$72.35	chk # 283 \$138.88 Rea 12/17, chk # 285 \$455.4 Books, approved 2/2014
Bank Interest	\$0.48	\$0.54	\$0.60	\$0.42	This can be swept into \$.60 service charge
TOTAL Acct Balance	\$12,326.21	\$565.53	\$1,073.44	\$11,818.30	

***regarding above balances - as of 4/9/15 Beaudoin has a balance of \$2000 and Seavey has a balance of \$2000.

LIBRARY RENOVATION FUND AS OF December 31, 2014

\$
5,261.43 No restricted principal

TRUST FUND BALANCES AS OF December 31, 2014 (Citizens Bank)

	BALANCE:	RESTRICTED PRINCIPAL	AVAILABLE TO EXPEND	
Charles Seavey	\$ 8,297.99	\$ 1,000.00	\$ 7,297.99	BOOKS ONLY ** as of 4/9/15
E & E Chalifoux:	\$ 7,325.85	\$ 5,000.00	\$ 2,325.85	BOOKS ONLY
Frank Woodbury	\$ 14,669.34	\$ 5,000.00	\$ 9,669.34	ANYTHING
Mary Gage	\$ 1,394.61	\$ 1,000.00	\$ 394.61	BOOKS ONLY
Noreen Brown	\$ 37,335.15	\$ 12,016.00	\$ 25,319.15	ANYTHING
Sherman Hobbs	\$ 6,805.85	\$ 5,000.00	\$ 1,805.85	ANYTHING
Anna Beaudoin	\$ 60,613.94	\$ 47,266.44	\$ 13,347.50	BOOKS ** as of 4/9/15

TOTALS	\$		
		136,442.73	
	\$		\$
		76,282.44	60,160.29

*** Disbursement checks of \$2000 each were withdrawn from Beaudoin and Seavey on 3/25/15. They were deposited into the library Enterprise account in April 2015. Balances above DO NOT reflect these transactions as Enterprise Bank balances are as of 3/31/2015, and Citizens Bank balances are as of 12/31/2015.

- Treasurer – does not reflect the \$2000 from the 2 trusts for a total of \$4000, Seavey and Beaudon into trustee bank account
 - Running total of trusts added to document
 - Large print is Boudon Trust only
 - Voted – to approve treasure to pay Large Print books until \$4000 is reached, Lori 1st, Darlene 2nd
- Secretary Report
 - Minutes need to be posted by within 5 business days and approved at following meeting
 - Change Lucie Gratton not Lucie Grafton
- Director Report

**Director's Report
Library Board of Trustees
For March 2015 Report**

Budget and Funding:

- At the end of March, the budget is right on target at 25% expended. Salaries are right in line at 24%, but the 690 line item for books, DVDs, audiobooks is 37% expended. Again this month overall circulation is up 18% over last year. Offering what patrons want – popular titles, with shorter wait times seems to be successful but a budget consideration.
- The 2014 Annual Report to the State Library was submitted on March 26th. We continue to be at the lower end of hours open, and materials expenditures for our population size and/or our budget size. I have included a comparison chart in your monthly reports comparing Pelham to Raymond, Plaistow, Hooksett, Sandown, Wilton and Somersworth.
- Pelham has the second highest median income at \$88,792, and the highest median home price \$309,715 of seven towns. Yet our budget is closer to towns like Raymond and Somersworth (the lowest two communities for median income and median home price). This disparity needs to be looked at a little closer.

Maintenance and equipment :

- Two new barcode scanners were purchased in February. Our error rate on circulation transactions has noticeably dropped! We are receiving fewer patron complaints of, “I already returned this item!”, and then we find the item back on the shelf. Looking ahead, the barcode scanner in Children’s will be the next priority. Perhaps using Fines & Fees for upgrading of this equipment?
- The antique clock – McKenna Clock never showed up in March, despite two emails from me. Currently there is \$450 appropriated for clock maintenance. I am investigating other vendors for the repair.

ILS and Related:

- This month most equipment and technology worked, most of the time, as it should! A first since I have come on board.
- Our laptops should be next on our radar for replacement next year, as these machines are currently 3 years old.

Staffing:

- With the vacancy created by Lucie’s departure, staff cheerfully stepped in to cover most of her 20 hours per week. With the division of tasks spread across several staff members, no one feels overburdened with new responsibilities.
- Looking at two candidates to join the roster as substitute library assistants. Additionally, Mary Hammar will be back from college and available as of May 11th. Three substitutes will position us well to cover summer vacations, summer reading program, etc.
- Nicole and Jen completed cross training for the Technical Services Department. The next function to be cross trained is the Interlibrary Loan process, after the vacant position is filled.

Outreach:

- The FLIP Book Sale and GALA preparations have taken most of our spare time. Conscious, new outreach did not occur in March.

Professional /Staff Development:

- Attended the Southern New Hampshire Readers Advisory/Adult Services Roundtable for March. The main topic was building strategic partnerships and developing outreach with community members.
- The Hooksett Director, Heather Ranier graciously walked me through the data needed to complete the annual state report. Her help was instrumental in completing the

report on time and accurately. She also provided tips for collecting meaningful statistics for the 2015 report, due March 2016.

Respectfully submitted,

Irja S. Finn

Irja S. Finn, Director
April 19, 2015

- Clock still not functioning – waiting for repair man to resolve and bring back handmade parts
- Discussion on staffing and materials budget. Budget is due in July.
- Bar code readers upstairs need replacement. Cost is \$449 for two and taking money from 'fines and fees', approve up to \$500. Lori first, Cindy 2nd, all approved
- Adult Services

ADULT SERVICES REPORT MARCH 2015

Adult Programming:

The library offered six Adult Programs in March, including a film screening of "The Theory of Everything," an Idle Hands Craft Group, one Book Club, one computer class, and a performance by Irish Balladeer Paul Carroll (very popular!). In total, there were 28 attendees to Adult Programs in March.

Outreach Efforts:

- **Senior Center:** Adult Services collaborated to bring three "Library Hours" to the Senior Center in March.
- **Artist of the Month:** This month's artist is a Pelham local, Connie Case. Dr. Case has offered her pencil color series of scenes captured from her travels in Nepal.



Collection Development:

Adult Fiction has been resettled and resigned. Noticeable circulation increases in DVDs, Large Print titles, Audiobooks, and Graphic Novels. As usual, “New Items” are circulating heavily, and many patrons have expressed appreciation over Wowbrary newsletters. **In total, Adult Print Circulation is up 18 percent!**

Now that Adult Fiction has been weeded and resettled for the year, spring, summer and fall will see a focus on developing Adult Nonfiction. This will include aggressive weeding of unused resources and suggestions for digital replacements (such as databases or libguides). It is our goal to streamline the Nonfiction section to digital in order to free up physical space for patron usage (for example, more tutoring stations, quiet work areas, reading spaces).

Circulation Statistics:

MARCH	2015	2014
CIRCULATION		
REGISTERED PATRONS:	5704	3821
Checkouts	3268	997
Renewals	1292	3154
Reserves	222	136
Downloadable Books Circ	733	754
MONTHLY CIRC TOTAL:	5293	4905
ONLINE SERVICES		
WEBSITE VISITORS	1,108	1188
WEBSITE VIEWS	5,100	4,706
ONLINE DATABASE USAGE		
Ancestry	6900	5366
Britannica Searches	190	80
Ebsco Searches	119	137
Transparent Language Online	22	No Data
TOTAL DATABASE USAGE:	7231	5583
MUSEUM PASSES		
Museum of Fine Arts	3	4
Museum of Science	7	5
New England Aquarium	4	11
Zoo New England	NA	NA
Merrimack Repertory Theater	0	0
TOTAL MUSEUM PASS CIRCULATION:	14	20
PROGRAMMING		
Adult Programs Presented	5	5
Adult Program Attendance	28	58
Adult Non-Library Programs Presented	11	No Data
Adult Non-Library Attendance	47	No Data

TOTAL COMMUNITY USAGE:	75	58
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- Points out circulation increase with limited money.
- YA Report

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of YA Programs Offered: 8
Computer Usage: 106
Library Volunteers: 9

YA Program Attendance: 99
XBOX 360 Usage: 18
Volunteer Hours: 69.5

- Toshicon was a success!
- Report focused on all events that were scheduled for March.
- Substantial increase in attendance by teens, mostly funded through operating budget and trustee budgets.
- Amend the motion to increase amount provided for Toshicon from \$125 to \$160.
Darlene 1st, Lori 2nd, all in favor.
- Children’s Service

Childrens’ Services Report
For the Month of March, 2015
Wednesday, April 15, 2015

Library Usage Tallies:

Children’s Computer Usage*	~5/day
Children’s Reference Transactions*	130
Number of Children Special Programs Offered **	4
Number of Story Times Offered	10
Use of Molly Hobbs Room(includes all program usage)	24
Molly Hobbs Program Attendance (children & adults)***	430

*These tallies are now recorded for Children's Area only. YA Area statistics are included in YA librarian's report.

**Tally includes all Children's Events beyond regularly scheduled story times

***Tally includes count for all events that take place in Molly Hobbs Room

Highlights for March:

- **Story times session 4 started March 17th resumed** with our spring theme of "In the Garden". This 8 week program will feature rain, mud, birds and other signs of spring- at last!
- **Daddy and Donuts-** 10 kids and Daddies came to the library for a St Patrick's Day themed story time
- **As a special passive program to boost circulation in the Children's Area** we gave "gold coins" for each rainbow hued book the children checked out. The coins were theirs to keep and the shamrocks they were mounted on were added to a large rainbow book display.
- **March Special Event- "Stuffed Animal Sleep Over"**-55 kids and families stopped by the library on Thursday night, March 19th to participate in our annual stuffed animals sleep over. After a story, and graham crackers and milk snack, the kids tucked their stuffed animal friends into bed and left for the night. A very dedicated, enthusiastic group of teens then posed these animals throughout the library, printed off the photos and wrote short notes to each child. Very intense 2 hours but so worth the effort as evidenced by the delighted kids and families who returned to the library the next morning to retrieve their special friends and and read their notes!

Upcoming Events for April 2015:

- Thursday, April 2nd- Easter Drop-In Craft "Peep Houses"
- Saturday, April 4th- FLIP Book and TAG Bake Sale
- Friday, April 10th- GALA!
- Saturday, April 11th- Daddy and Donuts Story Time
- Monday, April 13th- Red Sox Day
- Monday- Friday, April 12-18th- National Library Week- Family Literary Bingo Game
- Saturday, April 18th- Teen Program-ToshoCon
- Monday April 27-Friday, May1st – April School Vacation Week "Dig It!"



Library After Hours!

Respectfully submitted,

Debbie Laffond

Head of Children's Services

Pelham Public Library

- Overnight with animals successful.
- Technical Services
 - Nichole covered for Joanne and did excellent
 - Number of hours spent on book sale by staff for sorting, Joanne was 14 hours
- Inter Library Activity
 - Steady
 - NH Public access catalog has been down often.

- Need to monitor this process causing employee over usage for non-Pelham resident requests.

• **All Reports approved: Lori 1st, Darlene 2nd, All**

All performance evaluations for Irja will be printed and include a self-addressed stamped envelope addressed to Lori’s home. Deadline; May 6th for a review. Irja will write her portion for her accomplishments by May 6th. May 14th @ 6:30, non-disclosure meeting for Irja review (personnel review).

Contracts signed by June 30th.

On May 27th regular meeting and discuss potential of 3 meetings in June.

June 4th next meeting after May 27th to discuss budgets/salaries – non-public.

Article 3 notes commented by Karen will be reviewed after Darlene, Irja, Lori are attending a trustee conference in May.

Library assistant substitutes, paid positions. Irja requesting to hire two on call. Irja will recruit two on call substitutes. Vote: allow Irja to recruit substitutes for library assistance; **Vote Lori 1st, Cindy 2nd, All Approved**

	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct
ILL's Loaned	76	81	65	79	66	68	82	70	86	5
ILL's Borrowed	30	44	43	64	39	40	49	58	50	4
Total	106	125	108	143	105	108	131	128	136	10

2015 Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct
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ILL's Loaned	45	93	66
ILL's Borrowed	39	26	45
Total	84	119	111

Respectfully submitted,

Jennifer Rafferty
Interlibrary Loan
Librarian

Edits of ILL/Circulation Librarian. Approved job description as edited. Vote **Cindy 1st, Darlene, 2nd, all approved.**

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14
Acquired	299	197	239	184	205	165	171	237	263	1
Withdrawn	380	802	520	444	443	118	121	19	40	0
Total	679	999	759	628	648	283	292	256	303	2

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15
Acquired	175	275	367							
Withdrawn	191	213*	264**							
Total	366	275	367	0	0	0	0	0	0	0

*** Large amount of LP weeded**

**** Mainly Adult non-fiction & Juvenile fiction weeded**

Donations evaluated, sorted, processed = 14 hours (boxing select items for FLI)

Respectfully Submitted,

*Jo-Ann Beauregard
Technical Services Coordinator*

State Report – Review at meeting on June 4th. Hours comparison. Table for discussion next month.

Eagle Scout Project – Everything is stored at Sherburne Hall. Tool shed at Library. Not have Boyden's drive through. Michael Porter going for Eagle. Needs to be completed by November. Vote: approved for Michael to speak to building inspector about project; updates to follow. , 1st Lori, Cindy 2nd, all approved.

Meeting adjourned in non-disclosure at 8:25 PM.

Next Meeting – May 27, 2015

Respectfully Your,

Rose Ann Cares

Vice-Chair