

Pelham Public Library
Draft August 15, 2012 Meeting Minutes
(To be approved at the September 19, 2012 meeting)

Call to Order:

The meeting was called to order by Debbie Kruzel at 6:35 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson

Others present:

Corinne Chronopoulos, Director

Carol Roberts, Interim Director

Larry Hall, Budget Committee

Approval of Agenda:

Corinne asked to add an incident report to the Agenda. Diane Chubb asked to add to the reasons for a non-public session to include potential litigation. A motion to accept the agenda as amended was made Susan Snide, seconded by Carolyn Thompson. Motion passes 4-0-0.

2013 Budget proposal:

Larry Hall was invited to the meeting to review the budget. The Trustees discussed the changes to the salary line in the budget, and the reason for the salary increases. Library staff are woefully underpaid, and the negligible raises amounts to a total of \$1,500. Also, for some of the staff, the budget was changed to reflect actual hours worked, and is not an increase in hours.

The clock budget was increased to reflect the costs in maintenance.

The major change in the budget is within new equipment budget. The library is installing a new automated library system, to provide a better alternative to the current Athena system. The software is free, but we have to pay for hosting.

A legal line has been added to the budget to support the need for library legal support. Larry had questions about why the town would not absorb the costs involved in hiring an attorney. Diane outlined several scenarios where the trustees have the need to consult with an attorney for employment issues and matters related to specific library law. Larry still has a lot of questions regarding the liability, and whether the town would assume any responsibility for potential litigation. He intends to ask Tom Gaydos about these issues. Diane asked that he share whatever information he learns with the trustees.

database. Previously, the trustees had paid for this in the past, but as it is being heavily used, this expense has been placed into the budget.

Larry Hall asked about building maintenance. Doug is working on a maintenance plan to coincide with the CIP plan that Corinne already submitted.

Larry asked for a list of items that may require work, because there may be additional funds in the maintenance budget to cover the work needed.

Larry Hall left the meeting at 7:08 pm

Secretary's report:

The minutes for the July 18, 2012 meeting were reviewed. The statements regarding the payment of the grantwriter were corrected. Motion to accept the minutes as revised was made by Carolyn Thompson, seconded by Debbie Kruzel. Motion passes 4-0-0.

Treasurer's report:

The July Treasurer's report was reviewed.

For June:

The beginning balance of the trustees' bank account was \$19,332.47.

Deposits of \$ 734.11 were made in July.

Expenditures of \$3,020.70 were made during the month.

The end of the month balance in the account was \$17,045.88.

There was a question about which fund to use to pay the non-fiction order of \$800. The Trustees approved using the Fines and Fees account at the July meeting, and maintained that decision.

Corinne discussed whether to have a set amount from the Fines and Fees account on a monthly basis for use automatically by the director. Diane and Susan both indicated that it will be a question for the auditor, as it will be another account that has to be monitored and documented.

Debbie Kruzel made a motion to accept the July Treasurer's Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

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 7:27 pm by Debbie Kruzel and seconded by Susan Snide to discuss employment issues related to the potential new Adult Services Librarian. Vote in favor 4-0-0.

Non-public session:

Thompson - yes; Corinne Chronopoulos – yes; Carol Roberts – yes;

non-public session

Debbie Kruzel made a motion to exit non-public session at 7:50 pm, seconded by Diane Chubb. Motion in favor 4-0-0.

Roll call: Debbie Kruzel– yes; Diane Chubb – yes; Susan Snide – yes; Carolyn Thompson - yes; Corinne Chronopoulos – yes; Carol Roberts – yes.

During the non-public session, the trustees voted to offer the Adult Services Librarian position to Annie Seiler at the annual salary \$31,092.00, provided that her references and background check is acceptable.

Consultant Director's Report:

Carol worked 32 hours during the month of July. She has now reduced her hours to five hours a week. Corinne believes that after August, Carol will be available on an “as needed” basis.

Debbie Kruzel made a motion to accept the July Consultant Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Director Report:

The July Director's report was reviewed.

Xerox Machine:

The library currently has a maintenance contract that is re-negotiated every year. The rate is 8 cents per copy, for anything over a maximum of 10,000 copies.

The plan is to increase the ability of the machine to do scanning and networking capabilities. A jack would need to be installed to allow for the networking.

Diane Chubb made a motion to authorize Corinne to get quotes for installation of a networking jack, to select the best deal, and to get the networking completed, for a cost not to exceed \$650. Debbie Kruzel seconded the motion. Vote in favor 4-0-0.

Integrated Library System Update:

According to Corinne's research, Koha is the best long term solution for the library. She has already received a contract from the company.

Costs involved install, migration of data and customization – one-time fee of \$3,000. Annual support is \$2,500. One-time training is \$1,750 – five webinar modules and webinar training videos for patrons. The webinars will be available for any incoming staff as well.

also enters into a consortium and offers different pricing. The matter will be revisited at the September meeting.

FLIP:

A meeting is scheduled for August 21 @ 6:30pm.

Lego League:

The First Lego League met on August 9th with Coach Steve Hayes. There are 10-12 committed kids for the group. The library will collaborate with 3 other FLL teams in town, with the goal of hosting monthly meet-ups for all groups. The library team does not plan to compete in the November FLL tournament but are still a registered team and working on the same challenge. The library plans to host a Pelham FLL tournament in February.

CPR Training:

All staff attended the ADE and CPR training with Lieutenant Jim Foley.

Children Librarian Report

Summer Reading Program: 283 children registered in total. Each story time averaged 30 kids.

“Unsleep-Over Party” - 20 children came to the library on Monday night, July 2nd from 7:00-10:00 pm for an evening of games, crafts, lots of food, and even a quiet reading time with sleeping bags and flashlights.

“Up All Night in NH” - The Children’s Museum of NH presented a program about nocturnal animals. This program was sponsored by FLIP and it was well attended.

6th Annual Big Truck Night - Once again the town fire, police and highway departments came through for us by bringing some of their biggest and best trucks, motor cycles and fire apparatus! We also had a slew of vehicles brought in by the Young Brothers Well and Pump, as well as an awesome race car brought by Woody’s Towing and Repair.

Monster Drawing Class - On Friday July 27 Morgan Pinksten, an accomplished artist and sophomore from Pelham High School, and her Mom, Michele, came to the library to teach an art class about drawing monsters to the 7-10 year olds.

Watermelon Day - The celebration on Tuesday, July 31st had about 50 attendees.

Teen Summer Reading Program - the program continues to draw participation in our on-line book reviewing and there have been a number of winners of weekly prizes.

Visit to Pelham Recreation Department Tot Camp - Miss Debbie visited the children at the Tot Camp on Friday, July 27th for a story time.

Young Adult Gaming Proposal:

Diane Chubb asked as to where the young adult gaming area is to be located. Corinne took a visit to the 2nd floor to the alcove outside the elevator door where the area is to be located. Diane expressed her concerns that more than 2-3 kids might create a fire hazard because they would be blocking the entrance to the Molly Hobbs room and the elevator. She suggested consulting with the fire chief before any installation.

Diane Chubb asked as to the funds for batteries and replacement of controllers. Corinne said it would come from the expense budget. She will determine how often controllers and batteries are replaced.

Susan Snide made a motion to accept the Children Librarian Report, seconded by Debbie Kruzel. Vote in favor 4-0-0.

Old Business

Construction Offer:

The trustees were informed by Corinne that Mr. Gaydos mentioned Roland Soucy will be billing us for his work overseeing the renovation project. The amount will not exceed \$1500.

The trustees had many questions, especially since Mr. Soucy was never asked to participate in the project.

Corinne stated that Mr. Gaydos told her that Roland would be supervising the work as it progresses intermittently to make sure all is done correctly and to library specs. I am guessing he will also be "billing" us for his time so far, meetings etc., and the time he put in briefing the Selectman. The cost could be much less than \$1500, but he just wanted to let me know the cap.

When Corinne asked if the Trustees were aware of this, she said "he was evasive."

Corinne was able to further clarify, saying that Mr. Gaydos told her that Roland is working outside his regular job duties as a project manager for the BOS on this project. The BOS "hire" Roland to work on projects like these, such as the renovation of the senior center where he also worked as project manager and billed the project accordingly.

Corinne said that she explained to Tom that we did not realize when the BOS voted on Roland's involvement with the project that we would be charged. He apologized for misunderstanding.

suggested that it might be time to have a meeting with the BOS to cut through the politics.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel issues. Vote in favor 4-0-0.

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

Non-public session:

Debbie Kruzel made a motion to exit non-public session at 9:05 pm, seconded by Diane Chubb. Motion in favor 4-0-0.

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

New Business:

Board positions:

Diane announced that she would be stepping down as Secretary of the board. She indicated that she would train someone else to take over as secretary.

Diane and Debbie both announced that they would not be seeking re-election in March 2013.

Public Meeting Adjourned: The meeting was adjourned by the Vice-Chair, Debbie Kruzel, at 9:08PM.

Next Public Meeting:
Wednesday, September 19, 2012
6:30 pm
Pelham Public Library

Respectfully submitted,

Diane M. Chubb
Secretary
Board of Trustees