

Board of Trustees
Pelham Public Library
December 19, 2012 Meeting Minutes

Call to Order:

The meeting was called to order by Debbie Kruzel at 6:40 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson, Angela Hinkle

Others present:

Corinne Chronopoulos, Director

Approval of Agenda:

A motion to accept the agenda as amended was made by Carolyn Thompson, seconded by Susan Snide. Motion passes 5-0-0.

Secretary's report:

The minutes for the November 14th meeting were reviewed. Motion to accept the minutes as amended was made by Diane Chubb, seconded by Debbie Kruzel. Motion passes 5-0-0.

Treasurer's report:

The November Treasurer's report was reviewed.

For November:

The beginning balance of the trustees' bank account was \$ 57,975.53

Deposits of \$411.38 were made in November.

Expenditures of \$47,603.78 were made during the month.

The end of the month balance in the account was \$10,783.13

Angela Hinkle made a motion to accept the November Treasurer's Report, seconded by Deb Kruzel. Vote in favor 5-0-0.

Director's Report:

The December Director's report was reviewed.

Budget: NHBD and Ancestry.com invoices were paid in advance for 2013. Labor costs are being finalized before sending in final invoices.

The Legal Line cannot be added to the default budget. Ed Gleason has confirmed there is no written policy to access the town attorney. The procedure he recommends is to notify the Town Administrator who would coordinate services through the town attorney. They would need to estimate costs in advance to factor into the town budget. Other libraries in NH follow same procedure. One Trustee recommended Kate DeForest for any legal staffing questions.

Annual Report Submitted to the town

Building/Equipment Maintenance: Lights were cleaned out on the second floor.

The camera software has been upgraded. It is now a browser based system and retention rates have been increased to almost 12 days. Corinne has been trained on the new system and as the Director is able to view past footage as needed.

Integrated Library System Update: All staff attended training with Ed Veal from ByWater solutions. It is scheduled to go live on January 21, 2013. Final migration refinement and OPAC design is underway.

FLIP: The next FLIP meeting is January 8th at 6:00 PM. Final planning for the February Gala is underway.

Corinne submitted an annual report on behalf of FLIP to the town.

Sick Pool: Corinne gathered information about sick pool policies including the town's union contract policy, other policies in NH and a list of areas needed to be addressed. The BOT has formed a subcommittee, to discuss and finalize any changes to the current sick pool policy. Final approval from our attorney will need to wait as we wait on the legal line proposal in March to be voted on.

Programs/Resources: Library day at the Senior Center is going well. The Eagle Tribune wrote a great article about our newest program.

Holiday Bell Choir and the Tree lighting event was a huge success. Well over 100 patrons attended the event.

Got Books and Transfer Station - The library is collaborating with PERC to streamline the book donation procedure and filter all books directly to PERC. They receive 3 cents per pound and in return Jo-Ann's time spent sorting the books has been cut by 75%.

FLL Robotics club will wrap up in February with a scheduled tournament and presentation for the public at the Senior Center. Jim Greenwood will record the event and put it on PTV.

Museum pass funding for the ZOO and Museum of Science have been secured. The Museum of Fine Arts pass still needs funding and a request to the BOT was made to cover the cost of \$200. Diane Chubb made a motion to accept the funding of the Museum of Fine Arts pass for a cost of \$200, seconded by Angela Hinkle. Motion passes 5-0-0.

Online Newstand – Corinne has partnered with the Assistant Director, Steve Butzel, of Portsmouth Library to better use our online database resources, specifically the magazine subscriptions.

Staffing:

A motion to enter NON-PUBLIC SESSION under the provisions of **RSA 202-A:11, V** and **RSA 202-A:16** was made at 7:07 pm by Debbie Kruzel and seconded by Susan Snide to discuss hiring of a new part time as needed employee as well as the November Incident reports. Vote in favor 5-0-0.

Roll call: Debbie Kruzel– yes; Diane Chubb – yes; Susan Snide – yes; Carolyn Thompson - yes; Angela Hinkle – yes; Corinne Chronopoulos – yes

Non-public session

Debbie Kruzel made a motion to exit non-public session at 7:25 pm, seconded by Diane Chubb. Motion in favor 5-0-0.

Roll call: Debbie Kruzel– yes; Diane Chubb – yes; Susan Snide – yes; Carolyn Thompson - yes; Angela Hinkle; Corinne Chronopoulos – yes

Debbie Kruzel made a motion to seal the non-public minutes at 7:26 pm, seconded by Susan Snide. Motion in favor 5-0-0.

During the non-public session, the board approved the hiring of Michael Carr as a part-time Library Assistant on an as needed basis.

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

Adult Services Librarian Report:

Friday computer classes were reinstated in November with a consistent following from patrons. The classes covered introduction to computers, the Internet, and using e-mail. Over all three classes, twelve people attended and 3 one-on-one sessions were scheduled as a direct result of the classes.

The library hosted two Veterans Day events. The first was a talk given by Tim and Leslie Kennedy about his experience in Vietnam and their experience together in encouraging him to write his memoir. A well attended Veterans Day breakfast was held on November 13th at the library.

The November Artist of the month was Richard Koch. A reception was held for him on November 15, which 17 people attended. He brought in a work in progress and discussed the process of intarsia. On this same evening, Corinne lead a group of 15 people in " Making the Perfect Pie Crust." She was joined by local professional pastry chef, Emily Erickson.

Weeding of the fiction collection is almost done and once completed, the weeding of the nonfiction collection will begin.

The audiobook collection was successfully moved from the Law Room to share space with the magazines and newspapers. As a result we have more room for DVDs and Large Print Books. Also, the Graphic Novel collection has begun expanding. This media is a critically-recognized form of writing. The titles added were professionally reviewed or were given prestigious book awards.

November 2012 Collection Statistics: Acquisitions 288; Withdrawals 350 (adult fiction weeded); Interlibrary Loans – Loaned 74; Borrowed 19. Donations to GotBooks 40 boxes. Time Sorting donations 3 hours.

Susan Snide made a motion to accept the Adult Services Librarian Report, seconded by Deb Kruzel. Voted in favor 5-0-0.

Children's Librarian Report

The theme for the month of November was "Discover the Night Sky". The children listened to stories, made crafts and talked about nocturnal birds, stars and constellations.

On Saturday morning November 3rd, Marilyn hosted "Daddy and Donuts Story Time". Marilyn, the children and their Dads enjoyed some Thanksgiving stories, sang songs and made a really nice Paper Bag Turkey to add to their holiday decorations.

The first meeting of the Children Book Group, "Tuesdays with stories" was held on November 13th. The club is structured to include book talks, book reviews by the readers and a themed monthly activity. Kings, castles and dragons was November's theme. The children ended the meeting with the building of a Lego Castle that is on display in the Children's area of the library.

YA Monthly Report

Three programs were offered in November. The first event was a Pizza party for the 13 teens that read a total of 2,750 pages in October. On Thursday, November 26th a group of 25 teens participated in a Board Game afternoon. They played Crazy 8's, Solitaire, Shoots & Ladders and War. The monthly TAG meeting had 14 participants who helped Miss Debbie prepare for the December Polar Express event. They also designed the YA bulletin board for Thanksgiving, "Why we are Thankful!"

XBOX 360 usage sees an average of 2 to 8 teens per day.

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

Old Business

PC #PL001: Computer can be put back into use.

Internet policy and intellectual freedom issue: As previously discussed, 53% of the time patron website searches are being over blocked. The filters were put in place by the town as part of a Town-wide firewall URL screening over 7 years ago. Corinne compiled information about Internet Filters and any laws that pertain to this issue; ALA does not endorse the use of filtering technology in public libraries. The BOT discussed the unblocking the adult and teen computers. Diane Chubb made a motion to unblock the computers in the Adult and Teen areas. The computers in the Children's area will remain filtered but should they be moved in the future and become in full view of the Librarian at that point the BOT will discuss to un-filter those as well; seconded by Angela Hinkle. Vote in favor 5-0-0.

Tote bag invoice: Corinne received a fax from APP Imprints, LLC stating that the invoice for the tote bags is past due. Diane Chubb has been communicating with the Sales Rep since August stating that we never ordered the tote bags and never received the box of tote bags that they claim we did. APP claims they were signed for but yet they do not have record of us requesting the order. An order for coffee mugs which we did receive was made at the same time as well as a "sample" of what the tote would look like. Further information is needed from APP Imprints, LLC to back up their claim. The BOT continues to stand firm that the Tote Bags were not received and therefore we should not pay the invoice as requested.

New Business:

Collection Development Policy was discussed. Carolyn Thompson made a motion to have Corinne redraft and BOT to review policy in January, seconded by Diane Chubb. Vote in favor 5-0-0.

Library Holiday Closings calendar was amended and the following holiday closings were approved: January 21, Martin Luther King, Jr. Day; February 18, President's Day; May 27, Memorial Day; July 4, Independence Day; September 2, Labor Day; October 14, Columbus Day; November 11, Veteran's Day; November 27 1PM closing; November 29 Thanksgiving Day; November 29 Thanksgiving Holiday; December 24, Christmas Eve; December 25, Christmas; December 31, New Year's Eve half day; January 1, New Year's Day. Susan Snide made a motion to approve the 2013 Holiday Schedule, seconded by Diane Chubb. Vote in favor 5-0-0.

Trustee Meeting Schedule 2013: Meetings to be held on the third Wednesday of each month at 6:30 PM in the Dr. Ernest Matthew Law Reading Room.

Pelham Booster Club Request: Due to changes in the Trustees bookkeeping methods, monies need to come directly from the FLIP account.

Sick Pool Policy: A subcommittee, Susan Snide and Deb Kruzel, was formed to revise the current sick policy.

Tree moving updates: The selectmen have informed the library that 3 of the trees on Marsh Road will be moved and placed in front of the library.

Senior Center Library Cards: At the most recent Library Day at the Senior Center, residents from other towns that use the services of the Pelham Senior Center had interest in checking out materials that were brought over from the library. The BOT discussed that an Out of Town Library card is required and that we shouldn't make exceptions as it can create problems down the road.

Safety: In the wake of the current happenings in the news, safety training and procedures need to be put in place. Corinne will check with the Local Government Center to see if there are any programs available for training the library staff.

Public Meeting Adjourned: The meeting was adjourned by Chair, Debbie Kruzel, at 8:50 PM.

Next Public Meeting: Wednesday, January 16, 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary
Board of Trustees