

Board of Trustees
Pelham Public Library
Draft December 11, 2013 Meeting Minutes

Call to Order: The meeting was called to order by Carolyn Thompson at 6:04 PM.

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

Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion to accept the agenda as amended was made by Susan Snide and seconded by Robert Atwood. Motion approved 4-0-0.

Secretary's report:

The minutes for the November 20, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Susan Snide, seconded by Lori Adams. Motion approved 4-0-0.

Treasurer's report:

The November 2013 Treasurer's report was reviewed.

For November:

The beginning balance of the trustees' bank account was \$ 12,512.21

Deposits of \$ 517.99 were made in November.

Expenditures of \$ 403.75 were made during the month.

The end of the month balance in the account was \$ 12,626.45

Carolyn Thompson made a motion to accept the November Treasurer's Report, seconded by Robert Atwood. Motion approved 4-0-0.

Flip Liaison report:

Elections for officers were held on December 10, 2013. Existing officers were renominated for another 1 year term.

Letters continue to be sent to area restaurants and bakeries for donations for the upcoming Gala in February 2014.

Director's report:

The Director's report was reviewed.

Building/Administrative:

Updates on upholstery options were discussed. The Clio armless chairs would cost \$365 brand new or \$99 plus the cost of fabric to reupholster each one. Staff chairs are worn and mixed opinion as to reupholster or buy new as they have a 10 year warranty. The cost to reupholster would be \$128 plus the cost of fabric. New staff chairs would cost \$250 each. Corinne will reach out to other NH Librarians for recommendations for a second quote. One other option is to utilize the NH Corrections Facility for reupholstering.

Budget:

Conservative spending in New Equipment and Specials will keep us within the bottom line. Without the increase in the salary line, the Library cannot maintain their current staff levels.

Programs/Resources:

Robotics team is wrapped up the season on November 23rd. They placed 8th out of 16 teams. Corinne would definitely recommend hiring Sue Krzeminski and Steve Hayes to coach the team next year.

Seventy-Five people attended the Annual Tree Lighting event. After the tree was lit, all went inside to listen to the Bell Choir and have a small bite to eat. Corinne has been using her personal sound system for events like this and recommends that the Board look into purchasing a sound system for the library. The Roland I can be found used for less than \$300. A mic and cable would also be needed.

Outreach:

Debbie, Rebecca and Corinne visited the PHS in November and had a tour of the library. They continue to work closely with the PHS Librarian, Caitlin Ahearn.

Other projects:

Jo-Ann and Corinne are working on optimizing Koha by adding the Acquisitions module.

The staff will assist Corinne with ordering and finalizing the Materials and Programs budget for 2014. How materials are ordered will be simplified.

Corinne submitted the Annual Report on behalf of FLIP. Next year she hopes to transition this task to the FLIP Board with some guidance.

Susan Snide made a motion to accept the Director's Report, seconded by Lori Adams. Motion approved 4-0-0.

Adult Services Librarian Report:**Programming:**

In November, Richard Rubin spoke to a crowd of fifty people about his work with World War I Veterans. This program was made possible with the help of the VFW, Ladies Auxiliary and FLIP and hosted at the Town Hall.

Computer classes in November included eReaders 101 and Advanced Word.

Idle Hands Craft Group decorated candles in November and some of the group members volunteered to help out at the Family Craft Night on December 12th.

The artist of the month for November was Christine A. Ryan.

Adult Book Club will meet on December 17th to discuss Life of Pi.

YA Monthly Report

The YA group was busy in November. The Anime Club continues to meet and discuss popular Anime/Manga and plan ToshoCon.

On November 6th, 12 teens engaged in a Hunger Games outdoor activity followed by a book talk about Part II, "The Games." Then on November 21st, 31 teens discussed Part III of the Hunger Games, "The Victors" and engaged in another round of outdoor activities.

The Teen Advisory Group met to plan seasonal charity events such as supporting the Firefighters' Toys for Tots, and sponsoring a food collection in December for the local food pantry. The TAG Leadership team discussed preparations for the Children's Polar Express event in December.

A new homework/quiet study area was created in the teen area by the windows.

November ended with a Pizza for Pages party. Seven teens attended this event.

Children's Services Report

Story time theme for November was "Home for the Holidays." Miss Debbie and the children talked about the reason why we celebrate Thanksgiving and graphed their favorite Thanksgiving food.

Tuesdays with Stories, Children's Book Group, had "Whodunit?" as the theme. They checked out mystery stories, then solved a library mystery by searching, and solving a variety of clues and ended the afternoon by making copies of their fingerprints. Ten children participated this month.

Daddy and Donuts attracted a group of 17 participants in November. Marilyn read about the Mayflower and the First Thanksgiving.

Debbie did an off-site visit to Kiddie Academy in Windham to share stories by Kevin Henkes who was their author of the month.

Upcoming events for the end of December include Holiday parties for the Story Time groups and the ever popular Polar Express Event.

Susan Snide made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 4-0-0.

Unfinished Business:

Employee Contracts and Long range salary plans were discussed. Edits were made to contract wording. BOT approved requested that it be submitted to Kate Forest for Council recommendations. Corinne spoke with Cindy Kelly at Town Hall and contracts there are signed in June and begin in June. It was discussed if it was possible to have contracts signed in June for Library Staff and not have them effective until September 1 due to salary budget constraints.

Long Term Plan Presentation – The strategic plan will help identify community needs for the Library to focus on. BOT and Corinne identified a group of 15 community members that we would like to invite to serve on the committee. The BOT also agreed to look into the cost of hiring a Facilitator for the event. One possibility would to hire Carol Roberts.

Internet Filters / Internet Policy– On December 2nd the BOT met with two members of the Board of Selectmen to discuss the Internet Filter Policies and the Library technology plan. The Filter is back in place and the approved message has been added. Future Technology Plan to be discussed in 2014.

Cash Policy- Reviewed and approved.

New Business:

Trustee Nomination Recommendations - The BOT identified a couple of potential nominees for the upcoming elections in March 2014.

Newspaper Delivery – The BOT discussed the giving of seasonal tips to the newspaper delivery person as well as the cleaners. Robert Atwood made a motion to approve up to \$100 to be used from fines and fees for seasonal tips. A check for \$10 would be given to the newspaper carrier and \$25 for the cleaners, seconded by Carolyn Thompson. Motion approved 4-0-0.

Trustee Memberships - Carolyn Thompson made a motion to approve a check in the amount of \$60 to be written for the renewal of two Trustee NHLTA memberships, seconded by Lori Adams. Motion approved 4-0-0.

Rubin Books - Corinne will be returning the Rubin Books not sold. A check for \$480.60 needs to be written for the original invoice. When the unsold books are returned, we will receive a check for \$231; \$306 was received from the sale of the books (small profit). Robert Atwood made a motion to approve a check in the amount of \$480.60 be written, seconded by Lori Adams. Motion approved 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:00 PM.

Next Public Meeting: January 16, 2014 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Chair, Board of Trustees