

Board of Trustees  
Pelham Public Library  
December 17, 2014 Meeting Minutes DRAFT

Call to Order: The meeting was called to order by Lori Adams at 6:32 PM.

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

Others present: Irja Finn, Director; Rebecca Crockett, Adult Librarian; Gloria Walsh, FLIP President; Jane Beane, FLIP Treasurer

**Approval of Agenda:**

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

**Secretary's report:**

The minutes for the November 19, 2014 meeting were reviewed. A motion to accept the minutes was made by Lori Adams, seconded by Darlene Michaud. Motion approved 5-0-0.

**Treasurer's report:**

The November, 2014 Treasurer's report was reviewed.

For November:

The beginning balance of the trustees' bank account was \$ 13,386.28

Deposits of \$458.01 were made in November.

Expenditures of \$1,450.34 were made during the month.

The end of the month balance in the account was \$ 12,393.95

Lori Adams made a motion to accept the Treasurer's Report, seconded by Rose Ann Cares. Motion approved 5-0-0.

**Director's report:**

**Budget:**

- Festival of Trees and the Great Stone Face non-municipal budget approved purchases are completely expended. Large Print Specials are winding down with only a few backorders.
- December will be a busy month with last minute material (books, audios, DVDs) orders, and the inevitable encumbrance of some FY14 funds for backordered items.
- With a month of accounts payables left, we will be over expended in some line items (Supplies, New Equipment, and Expenses), and under mainly in Salaries due to the Director's hours hiring gap. We will come in at or under budget easily this fiscal year.

**Maintenance and equipment:**

- The **vestibule carpeting** was finally installed after a few delays. A seam is visible but feedback from staff and patrons has been positive. The seam was pointed out to facilities.
- The **public pay per print** is working as intended! BIG thank you to Rockport Technology for helping us work through this problem. There has been a dramatic decrease in paper usage/waste. There is a slight learning curve for patrons on how to release their jobs, but the front desk staff are handling the questions as they arise.

- The automatic, interior main entrance door needed another service call. A “sensor” was replaced by Northeast Door Corp.
- The public men’s bathroom faucet became unsecured from the sink – Wear and tear? Vandalism? But has since been Repaired, re-secured and resealed.
- The flat screen television in the YA area continues to go thru HDMI cords at a rate of one per month. Constant connecting of the X-box, removing the TV from the wall for other programs has likely weakened the pins on one input, and the HDMI cable bends when pressed against the wall on the second input. Currently looking into the swivel mount versus the flush mount option with Budget Theatre 4U.

#### **ILS and Related:**

- Purchased a DYMO label printer for Technical Services to streamline the book processing/spine label process. Labels can be printed one at a time on an as needed basis. Previously done on a laser printer with sheets of Avery labels.
- Enrolled PPL in the **WOWbrary** service, which is a web and email notification program, showcasing new materials added to the collections on a weekly basis. Patrons can sign up for weekly emails of “What’s New at PPL” (now) as well as see a scrolling display of new book covers on the top of our web page (Feb 2015). We will do a full launch once the scrolling feature is enabled. There is a \$500 annual fee for this service.
- The addition of WOWbrary spotlighted the need to **convert from wordpress.com to wordpress.org** so we have more autonomy and flexibility over our page, the widgets we add, the apps we need, etc. We are unable to add the scrolling new book cover feature of WOWbrary to wordpress.com. The transitioning over to wordpress.com will cost \$129 and then \$4 per month.
- In an effort to reduce the number of “NO HIT in NH” items, and to increase to the shelf times, Jo-Ann and Irja added new Z39.50 targets to KOHA for faster cataloging times of new materials not owned by NH Libraries. Z39.50 is a library standard for cataloging; basically we are copying another library’s cataloging bones for an item, as a template for our own, rather than starting from scratch. Larger systems like Seattle, WA, Kansas City Public, and Cuyahoga County OH add their items the day they are released from the publisher, making them excellent “targets”.

#### **Staffing:**

- Library Assistant, Teresa O’Hearn, has agreed to take over the monthly “Idle Hands Adult Craft” group from Adult Services Librarian, Rebecca Crockett. Teresa has the skill set and interest in doing this well attended program.
- Mary Hammer will be back substituting over the holidays for regular staff taking time off.
- Two adult, long term volunteers are in the process of being CORI’d. Hoping to have one on a set 4 hour per week schedule by the end of the month.
- After the library’s delayed opening earlier this month, Irja is working on a checklist of where to post for snow days, delayed openings, and early closings. Message Board and Citizens’ Alert are two possible venues.

#### **Outreach:**

- The preparations for the Annual Tree Lighting with the Garden Club, introduced Irja, our new Library Director, to a few of their active members. Irja would like to ask them to sponsor a gardening program, or a gardening series, with us in the spring.
- Irja attended the Pelham Community Coalition December Meeting. The library is a natural partner for maintaining information about this group, their mission and the resulting supporting goals and

activities. Broad based support across multiple town agencies and departments was evident – School Superintendent, School Resource officer, Selectmen, parents and students.

- Jen Rafferty and Irja volunteered their time serving hot cocoa for the Yuletide Celebration at the Pelham Fire Department. Many people recognized “Jen from the Library”!

### **Professional /Staff Development:**

- Merri-Hill-Rock Meeting in Hudson. Most important item: The NH State Library and the NH Library Association have created a ParaLibrarian Section and Certificate Program for non-MLIS staff. Roll out is expected Winter 2015. All training materials, courses and webinars will be free for all staff to participate, even if they do not wish to pursue the certificate. Only cost to PPL is their NHLA membership. This is an incredible staff development option/tool for us, and may be tailored to staff strengths and weaknesses.
- Pelham is hosting the February Merri-Hill-Rock Library Coop meeting!
- December Staff Meeting was used for the staff as a group, to engage in an online webinar on the new EBSCO Database product to be released next month. Resulting discussion after the webinar, and how easy the new database is to use, highlighted the need for better communication and outreach to the schools for major projects and assignments.

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

### **Adult Services Librarian Report:**

#### **Recreational Programming**

Our library offered 3 evening programs for adult patrons, including a National Novel Writing Month Series, a Pelham Reads Book Club and an informational session on Diabetes Awareness to honor National Diabetes Awareness Month.

- (14) Creative writers attended our very first National Novel Writing Month series, which included one kick-off event and three “write-ins.”
- (6) Pelham Readers came to discuss November’s book club pick – “The Weird Sisters” by Eleanor. The book was received well by all group members present as well as (6) members who read the book but were not able to attend the meeting.
- (5) Patrons came for an informational session on Diabetes Awareness presented by Certified Diabetes Educator, Sandra LaMarche, RN BSN.

Library offered (2) ‘Library Hour’ visits to the Pelham Senior Center.

#### **Personal & Professional Development Programming**

This month we offered:

- (1) 90-minute morning computer classes
- (2) 1-hour 1:1 computer/device/resume help sessions

#### **Collection Development:**

#### **New Purchase Orders**

This month, Adult Services added the following materials:

- 42 new fiction and non-fiction titles to our print collection
- 10 new Large Print titles to our print collection
- 18 new titles to our audiobook collection
- 11 new DVDs to our video collection

Adult Services also took the first steps in a major weeding project of Fiction materials that will carry through December to make room for new materials in 2015.

### **New Displays**

This month, Adult Services created four new materials displays to enhance circulation, including:

- Autumn & Thanksgiving Seasonal Display (Fiction/Non-Fiction)
- Improve Your Writing Style (NaNoWriMo) (Non-Fiction)
- Diabetes Awareness Resources and Cookbooks (Non-Fiction)
- Famous Faces (DVDs)

Circulation for downloadable books (ebooks & audiobooks) is up 62.4% from last November!

**Adult Services Statistical Data** November 2014 – Registered Patrons 6079 ; Circulation: checkouts 2985 ; renewals 959 ; Reserves 154 ; NH Downloadable Books circulation 388 ; Adult Computer Use 582 ; Website Visitors 971; Website Hits 3,056; Reference Questions: Research Help 173 ; Computer Help 97 ; NH Downloadable / Device Questions 13 ; Job Help 2; Museum Passes Loaned 21 ; FAX 14; Online Database Usage: Ancestry 1462; Britannica inquiries 224; Britannica downloads 111 ; Ebsco Searches 70 ; Transparent Language Online 22

**Inter Library Loans** – ILLs loaned to other libraries: 48 ILLs requested: 37

**KOHA** - Collection Statistics November 2014: Acquisitions 185; Withdrawn items 220; Processing Donations 7 hours

### **YA Monthly Report**

YA Programs offered: 5; YA Program Attendance: 51; YA volunteer hours: 51/month; volunteers: 11/week; YA computer usage 12/day; XBOX Usage: 6/day teens.

### **Notes for November:**

-*Hunger Games: Mockingjay* Tributes' Party (November 17<sup>th</sup>) – 9 teens participated in trivia and games themed after Suzanne Collin's *Mockingjay* just in time for the release of the next installment of the film series. Patrons played a Jeopardy style game, decorated cupcakes themed after the book, and participated in a trivia-based game featuring many elements from the popular *Hunger Games* series. The event was well received by the teens and saw many new teen patrons participating in a library-offered program.

-TAG Meetings (November 4<sup>th</sup>, November 12<sup>th</sup>) – On November 4<sup>th</sup> 12 members of TAG met to craft pine cone bird feeders for the avid bird watchers at the Pelham Senior Center. This event inspired TAG to continue on with more community outreach in the forthcoming month of December – particularly in partnership with the Senior Center.

On November 12<sup>th</sup>, 14 teens met for a formal TAG meeting to begin planning holiday-themed events for the month of December.

-Anime Club (November 5<sup>th</sup>, November 19<sup>th</sup>) – For both meetings during the month of November, 8 teens met to discuss their favorite manga, watch anime, create manga-style artwork for the teen area, and continued to plan the PPL's spring anime convention Toshicon. In addition, members of the club planned their holiday party taking place December 10<sup>th</sup>. The members of Anime Club continue to assist with the development of the ever-growing YA manga and graphic novel collection as their input has spawned many worthwhile purchases of new and popular manga series.

### **Upcoming Events:**

*All December events for young adults will be funded by FLIP.*

-Teen Artist of the Month (throughout the month of December) – Teen Artist of the Month will continue on in December with another Pelham High School student displaying their work throughout the month.

-Teen Library Card Amnesty (throughout the month of December) - Throughout the month of December, the Teen Advisory Group will sponsor multiple community outreach and charity initiatives developed entirely by the teens during TAG meetings. One such initiative is library card amnesty for teen patrons. Patrons who have misplaced their library card will have the option to waive the \$2.00 replacement fee by donating a non-perishable food item that will ultimately go to the Food Pantry of Pelham.

-TAG + Lowell Humane Society Donation Box (throughout the month of December) – Another community outreach program sponsored by TAG is a donation box for the Lowell Humane Society. Throughout the month of December there will be a box accepting items for the sheltered animals of the LHS located in the main lobby of the library.

-TAG Meetings (December 2<sup>nd</sup>, 15<sup>th</sup>, 17<sup>th</sup>) – TAG will meet to decorate the library's Christmas tree as well as the young adult and children's area and to discuss the Children's Polar Express event that select TAG members will be assisting with; on the 15<sup>th</sup> the group will meet to create festive center pieces for the Pelham Senior Center's Christmas party; on the 17<sup>th</sup> TAG will have its last meeting of 2014 as the teens host a holiday party of their own.

-Anime Club (December 3<sup>rd</sup>, 10<sup>th</sup>) – Anime Club will continue to have bi-monthly meetings. At these meetings the teens discuss their favorite manga, watch anime, and plan the upcoming Pelham Public Library anime convention: Toshicon. At the December 10<sup>th</sup> meeting the Anime Club will have a holiday party to celebrate the end of another year featuring games, a raffle, and holiday/anime themed activities.

-Hot Chocolate and Holiday Movie Night (December 9<sup>th</sup>) – Per suggestion of multiple TAG members, the library will host a teen movie night showing the film *Elf* and serving hot chocolate and cookies for attendees to enjoy. TAG voted on the movie and will help set-up the event. Additionally, to be admitted in to the showing, each patron must donate a canned good for the Food Pantry of Pelham.

### **Children's Services Report**

**Children's Area Reference Transactions:** 127; Story Times offered: 6; Molly Hobbs Program Attendance (children & adults): 312; Use of Molly Hobbs Room (includes all program usage) 25. Special Children's Programs Offered: 1

### **Highlights for November:**

**First two weeks of the month included the break between Session 1 of story times and Session 2 “Holidays and Happy Times” which began November 17<sup>th</sup>. Dividing the story time year, which begins in September and ends in May, into four 8 week sessions with a two week break between each session seems to be working successfully. Building ample time into schedule for library tasks will contribute to a more successful and less stressful year.**

- **Lego MY Library- Well attended with 38 enthusiastic attendees, including kids and their families.** One of the things I love about this group is their creativity. With a theme of “Maximum Height” we had structures ranging from a 4” tall house to a 22.5 “tall ship! The kids all share and co-operate and produce these amazing “things” in less than an hour! Another great offshoot of this program is the 3 or 4 Dads who attend each session and happily build right alongside their child- cool!
- **Day and Donuts – 25 attendees who enjoyed stories, songs and crafts about Thanksgiving.**

#### **Upcoming Events for December 2014:**

- Thursday, December 4<sup>th</sup> – Annual Tree Lighting and Bell Choir Program
- Tuesday, December 9<sup>th</sup> – Family Craft Night
- Saturday, December 13<sup>th</sup>- Daddies and Donuts
- Tuesday, December 16<sup>th</sup> – FLIP Meeting
- Tuesday, December 16<sup>th</sup> – Lego My Library
- Thursday, December 18<sup>th</sup>- Polar Express Event
- Tuesday, December 30<sup>th</sup>- Movie event at Senior Center “Maleficent”

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.

#### **Unfinished Business:**

Special one day alcohol license for Program and Fundraising purposes: The Board of Trustees will need to apply for a warrant article “To see if the Town will vote to authorize the Board of Selectmen to grant, from time to time, one day approval for the serving of alcohol at the Pelham Public Library for fundraising and program purposes. Prior to final approval being granted, the Selectmen shall require the sponsor of the activity to have obtained all training, permits, and approvals required by the State of New Hampshire in this regard.” Lori Adams made a motion to present the warrant article as worded above to the Selectmen; seconded by Darlene Michaud. Motion passed 5-0-0.

Public Pay Per Print – service call invoice: Lori Adams made a motion to pay the Conway Office Solutions’ invoice in the amount of \$262.50 from Fines and Fees; seconded by Cindy McGhee. Motion passed 5-0-0.

#### **New Business:**

**Proposal: READS-To-Go Kit Sponsorship:** READS-To-Go Kits are book club kits offered by the New Hampshire Library Association’s (NHLA’s) Reference and Adult Services (READS) association. Through the READS-To-Go (RTG) program, participating New Hampshire Libraries may sponsor these kits, to use them in their own book clubs and to lend them out to other libraries who host regular book clubs. RTG Kits cost approximately \$180, which may vary according to materials and whether or not the kit includes a large print edition. Sponsoring an RTG kit will allow Pelham Library to support a program that has been benefiting us for years, and would bring yet another great RTG selection for New Hampshire library patrons to enjoy! Lori Adams made a motion to

approve up to \$200 for the READS-To-Go Kit and to be funded out of the Gage Fund; seconded by Carolyn Thompson. Motion passed 5-0-0.

**PRINTER AND MAINTENANCE CONTRACT:** The only color printer in the building failed in the midst of printing the December Event Calendar. A replacement color printer has been purchased. Conway Office Solutions will provide a maintenance service agreement for \$118 per month which will include servicing and toner; usage is reviewed every 3 months.

**Baker and Taylor Book Leasing:** Leasing is a way to supplement the "hold list" for popular new titles. The library picks 10 books per month and once 100 books have been leased, the books can then be returned. For every 5 you lease, you get to keep 1 copy. The annual contract is \$2,000 per year. The BOT support the purchase to be funded out of the regular book budget.

**Staff Performance Reviews:** Non-contracted staff need to have reviews done prior to voting in March. Pay increases are dependent upon town approval of budget as well as the employee's performance (2% cost of living plus entry level increase). A revised feedback form with a grading scale and narrative is being created.

**2015 Holiday Closings:** At next BOT meeting, the Holiday Policy will be updated and the new 2015 schedule will be created and voted upon. Upcoming holiday closings will be posted online as well as on the front door.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:45 PM.

Next Public Meeting: January 21, 2015 at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson, Secretary  
Board of Trustees