

Board of Trustees  
Pelham Public Library  
Draft February 1, 2012 Meeting Minutes  
Approved at the March 14, 2012 meeting

**Call to Order:**

The meeting was called to order by Fran Garboski at 6:35 pm

**Members present:**

Fran Garboski, Diane Chubb; Susan Snide; Debbie Kruzel; Doug Fyffe; Carol Roberts, Interim Library Director

**Others present:**

Jim McKenna, Antique Clock repair

**Approval of Agenda:**

Diane asked to include a non-public session to discuss the recent updates regarding the employment status of Robert Rice. A motion to accept the agenda as amended was made Susan Snide, seconded by Diane Chubb. Motion passes 5-0-0.

**Report re: Clock repair**

Jim McKenna provided a report regarding the repair and maintenance of the antique clock. The clock is a rare one, and has a specific kind of configuration with opposing pins. Repair was requested, and when Mr. McKenna took a more detailed look at the clock, he realized that there was some damage. The clock may have stopped at one point, and it appears that someone tried to work on it, but caused the pins to get bent. Therefore, the costs for maintenance will include some extensive restoration as well.

Mr. McKenna recommends training some member of the staff to better understand when and how to properly wind this clock. Maintenance should be done every 2-3 years. Mr. McKenna will contact us when he believes it should be completed. He estimates the cost at \$350, for budgeting purposes.

The current bill for the maintenance and repair is \$785.

Diane asked if Mr. McKenna would please prepare some materials that could be displayed with the clock that provided more information about it, why it is so rare, and how it is maintained.

**Secretary's Report:** The minutes from the January 11, 2011 meeting were reviewed. A motion to accept the agenda as amended was made Doug Fyffe, seconded by Fran Garboski. Motion passes 5-0-0.

**Treasurer's Report:**

The revised financial report for December 2012 was reviewed.

The beginning balance of the trustees' bank account was **\$21,887.31**.

Deposits of \$794.24 were made in December.

Expenditures of \$2,552.30 were made during the month.

The end of month bank statement balance was **\$20,080.41**.

The end of the month balance in the account was **\$19,070.41**.

Check # 1409 for \$1,000 for Red Cross and Check #1412 for Colebrook Library have not yet been cashed. This explains the difference in the balances. Carol has contacted the Red Cross regarding the uncashed check and it should be done shortly.

The financial charts for January included a December deposit that was included on the November spreadsheet. The report for November has been corrected.

Carol provided the new report for the petty cash account that was established last month. Susan has some suggestions for modifying the report format. A total of \$53.24 was expended, with \$46.76 remaining in the account. Susan Snide will be meeting with Karen from Heath Melonson (the auditing company) regarding the tracking of this fund. Susan asked that all receipts be kept at the library.

The trustees need to decide from which fund to replenish the Petty Cash account. Susan Snide made a motion to utilize the Trustee Fund for this account. Seconded by Debbie Kruzel. Motion approved 5-0-0.

A motion to accept the December Treasurer's report was made Diane Chubb, seconded by Fran Garboski. Motion passes 5-0-0.

**Director's Report:** The Director's Report for January 2012 was reviewed.

Monthly statistics:

28 items were acquired during January, and 177 were withdrawn. 34 items were loaned through Interlibrary loan, and 32 items were borrowed.

New Copier: The Xerox machine arrived, though extra cables had to be ordered to attached it to the existing coin machine. The service person will be arriving shortly to get the machine set-up completed.

People Counter: The people counter is not working properly, despite new batteries. Carol has a call into the company regarding service.

Stamps: Carol asked the trustees about having access to the Town Hall's postage machine. Susan said that there is a monthly charge for the use of the machine, in addition to the actual postage. Diane asked how much mailing was being done, and Carol said she would look into that. Fran asked about the online postage metering, and whether that was a possibility.

Technology: The town's wireless has been upgraded, but it has not been done for the library. Victor Danevich recommends waiting til next year, and including the cost in the budget. However, if the trustees are interested in doing so this year, he will work with us to get it done. The estimated cost is approximately \$650. The trustees asked whether the wireless system would become part of the town's technology plan, and be upgraded in the regular schedule. Carol will ask Mr. Danevich about this, and if applicable, invite him to a meeting to explain it to the trustees.

Diane Chubb made a motion to accept the Adult Service's report. Susan Snide seconded the motion. Vote in favor 5-0-0.

**Adult Services Report:** The Adult Services Report for January will be reviewed in March, as the prior month has just closed.

### **Children's Librarian Report:**

The Children's Librarian's report for January will be reviewed in March, as the prior month has just closed.

### **Committee Reports:**

#### Personnel:

The current policies need to be rewritten regarding sick time and sick pool.

### **Unfinished Business:**

Chamber of Commerce and Education programs: The Library will be partnering with the Greater Salem Chamber of Commerce and the Pelham Economic Development Committee to put on a series of business workshop seminars. The first event is scheduled for Tuesday, February 21 from 5:30 pm to 7 pm.

Grant potential: The trustees had asked the grantwriter Carolyn Singer to pursue three specific grants. We have now learned that the grantwriter was not given instructions regarding these grants. Carol suggested that we contract with her for 20 hours, with the expectation that we want to see a template for 3 submissions. Her rate is \$65/hr. Carol recommends getting money for technology training sessions.

Diane made a motion to proceed as suggested by Carol, and contract with Ms. Singer for 20 hours of work. Seconded by Susan Snide. Motion in favor 5-0-0.

Diane submitted grant proposals to Enterprise Bank and Citizens Bank for funding for library hours, programming and/or museum passes. Citizen's Bank has denied the request, stating that the library does not fall within its giving program.

Inheritance: The trustees received a letter regarding the inheritance, and it appears that the library will receive approximately \$37,000. The principal is to be invested, and the trustees will be permitted to expend funds from the interest earned. Once the will clears probate, then a notice must be made giving 30 days notice to allow acceptance of the funds. Mr. Currier, the attorney for the matter, would like to be present for this meeting.

Deb suggested obtaining additional publicity from the donation by creating posters and other material for children to better understand the gift. Diane suggested that perhaps the library could host a program with a financial advisor regarding charitable giving, hoping that the library could be a beneficiary.

PEDC Meeting: The board granted permission to the PEDC to use the library space for its February meeting with the Salem Chamber of Commerce Economic Development Committee. The meeting will be February 14, 7:30 am – 8:30 am.

Audit review: The auditor's provided several comments noting where the Library can make improvements in the handling of funds. The auditor will be coming on February 13 to review the

changes requested, and will be meeting with Susan Snide and Carol to review policies and review of manifests.

**New Business:**

Annual Report: Town Hall has given the draft of the annual report to the trustees for final approval before inclusion in the annual report. The trustees reviewed and made changes to the proposed report.

Deliberative Session: The modified wording for the proposed warrant article to include the phrase “this is an existing fund, and no funds will be raised through taxation” was sent to Tom Gaydos for inclusion on the warrant. The change was never made and now must be completed at Deliberative Session, if so desired. Diane also recommends bringing the handout describing the request for distribution at the Deliberative Session.

Deliberative session is Tuesday February 6, 2012 at Sherburne Hall.

Kindle Policy: The trustees reviewed the proposed. Diane will ask Corinne for the draft so that it can be revised.

Building Maintenance: There was a leak in the staff room during recent rain storm. Carol is to work with the town to get any building maintenance. The trustees do not currently have an internal maintenance plan or budget therefor. The trustees asked Carol to contact Tom Gaydos to determine whether internal paint is something that should be in the library budget or will be a part of the town budget.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II [Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.] was made at 8:25 pm by Fran Garboski and seconded by Diane Chubb. Vote in favor 5-0-0.

Roll call: Fran Garboski – yes; Doug Fyffe – yes; Diane Chubb – yes; Susan Snide – yes; Debbie Kruzel – yes; Carol Roberts – yes.

A motion to end the non-public session was made by Fran Garboski at 9:35 PM, seconded by Diane Chubb. Voted in favor 5-0-0.

Roll call: Fran Garboski – yes; Doug Fyffe – yes; Diane Chubb – yes; Susan Snide – yes; Debbie Kruzel – yes; Carol Roberts – yes.

Fran Garboski made a motion to seal the minutes from the non-public session. Seconded by Diane Chubb. Voted in favor 5-0-0.

**Public Meeting Adjourned:** The meeting was adjourned by the Chair, Fran Garboski, at 9:30 PM.

**Next Public Meeting:** March 15, 2012 at 6:30 PM

Respectfully submitted,

Diane M. Chubb  
Secretary  
Board of Trustees