

Board of Trustees  
Pelham Public Library  
February 20, 2013 Meeting Minutes

**Call to Order:**

The meeting was called to order by Diane Chubb at 6:35 pm.

**Members present:**

Diane Chubb, Susan Snide, Carolyn Thompson, Angela Hinkle

**Others present:**

Corinne Chronopoulos, Director, Robert Atwood

**Approval of Agenda:**

A motion to accept the agenda as amended to add YA Monthly Report and Collection Development was made by Diane Chubb, seconded by Susan Snide. Motion passes 4-0-0.

**Secretary's report:**

The minutes for the January 20, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Angela Hinkle, seconded by Diane Chubb. Motion passes 4-0-0.

**Treasurer's report:**

The January 2013 Treasurer's report was reviewed.

**For January:**

The beginning balance of the trustees' bank account was \$ 11,077.11

Deposits of \$723.98 were made in January.

Expenditures of \$544.48 were made during the month.

The end of the month balance in the account was \$ 11,256.61

Carolyn Thompson made a motion to accept the December Treasurer's Report, seconded by Angela Hinkle. Vote in favor 4-0-0.

**Director's Report:**

The January Director's report was reviewed.

**Budget:**

Corinne will check with the town auditor to see if a 1099 needs to be created for work done by Pinnacle or had the town already created one.

Disbursement of funds from the Trust Fund was discussed; request in August monies needed.

**Building/Equipment Maintenance:**

**Roof:** The roof has been monitored by Rondeau Roofing. Corinne will follow up about the replacement of the ceiling tiles damaged by the leaks. Tickets are open in the town ticketing system.

**Furniture:** All chairs in the library have been cleaned and protected. Looking for a solution for plastic covers for a couple of chairs due to some patron issues.

**Data Jacks:** Installed and paid for

**Integrated Library System Update:** Koha is live. There is 24/7 support through ByWater solutions. Support tickets are addressed almost instantly. No complaints from patrons.

**FLIP:** Gala was a success. There was great attendance, press coverage and entertainment. Next year FLIP will work to involve more community vendors and groups.

FLIP book sale is March 23<sup>rd</sup>.

### **Programs/Resources:**

FLL Robotics club tournament was on February 10<sup>th</sup>. It was held at the Senior Center and over 60 people attended. The event was filmed by PTV. Sara Landry, Holly Doe and Corinne, Library Director were the judges; each team did 3 rounds of robot challenges and presented a research project on an innovative solution to help seniors. The Library team did very well placing second on the robot challenge.

Social Media : Corinne is drafting a social media policy for the library and creating guidelines and training for the staff. The library currently uses Facebook but would also like to add Pinterest.

Technology: Long-term plan for technology in all departments; The Friends of the Library in Pelham was awarded a Grant from the Arthur Getz Charitable Trust (RBS Citizens) and the Mary Louise Billings Trust (RBS Citizens) for the purpose of funding a Mobile Technology Lab; four laptops were purchased. The Mobile Technology Lab will be used in the library to teach a variety of technology skills. A proposal for more focus on technology is being drafted to present to the BOT at the next meeting.

### **Merri-Hill Rock:**

Corinne attended the area coop of library directors this month in Raymond. eReaders and other devices were discussed and the use of them. Many libraries are adding iPads (in house use) and Nooks to their services.

Diane Chubb suggested Corinne contact Pelham Elementary; what curriculum/ programs are they using on the iPads.

Susan Snide made a motion to accept the Director's Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

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

January was full of programs, technology classes, one-on-one instructional sessions, and outreach to the Senior Center. Two e-reader classes were held, with 8 people attending. Six one-on-one

computer instruction sessions were held, with topics ranging from manipulating photo albums on an iPad to understanding the basics of Microsoft Excel.

On January 29th, professional musician and author Paul Combs came to the library to present his lecture: 'Music from the Jazz Age: Soundtrack for the Great Gatsby' to an audience of 22 patrons of all ages. They were asked to complete evaluations of the event, and most indicated they heard of the event through local newspapers. This event was sponsored by the New Hampshire Humanities To Go.

### **Upcoming and Ongoing Programs:**

February 27: Career Essentials – Job Search Strategies

Computer Training Programs: Microsoft Word and Microsoft Excel \*Annie hopes to create a set curriculum of technology classes that would allow patrons to learn at multiple levels.

Scrabble and Knit groups meet weekly

Idle Hands Craft Group – first meeting was held on February 12

Adult Book Club – read Call of the Wild for February; March: My Antonia by Willa Cather Meeting: March 19 @ 6:30pm

*For a listing of current events visit the Pelham Public Library website and click on events.*

Susan Snide made a motion to accept the Adult Services Librarian Report, seconded by Diane Chubb. Vote in favor 4-0-0.

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

The theme for the month of January was "Discovering our Strengths". Health and fitness was discussed and the importance of exercising daily and eating healthy foods. The children helped Ms. Debbie track the daily temperature in Pelham which then dictated how long they were to jog on that day.

Marilyn's "Daddy and Donuts Story Time" featured stories and crafts about snow. Each child and daddy team created a winter scene of their liking. Attendance continues to be strong with repeat attendees.

The Adult Services and Children Services are sharing teen volunteers. There are approximately 8 volunteers who show up on a regular basis and they complete assigned tasks on each level. Interesting to note – with the exception of one volunteer, they are all males.

Summer Reading Program for 2013 planning has begun. "Dig into Reading". Debbie and Lori will be attending the spring Chilis conference where they will be presented with the roster of entertainers for the upcoming Summer Reading Program.

School Vacation Week "Scientific Discoveries": Kitchen Science, Mucky Mixtures, Mad Science of NH and Lego Creations.

Diane Chubb made a motion to accept the Children's Librarian Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

### **YA Monthly Report**

There were two Teen programs offered in January. On January 2<sup>nd</sup>, the teens made a New Year's Resolution bulletin board with some wonderful goals. On January 16<sup>th</sup> 8 teens created "Bleached Out T's".

At the monthly TAG meeting, Lori and the teens discussed ideas for upcoming crafts, programs and any great books they had recently read as well as books they would like to read.

Attendance and monthly computer use continues to be strong as well as the XBOX 360 usage.

Diane Chubb made a motion to accept the YA Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

### **Old Business**

**Internet policy and intellectual freedom issue:** A Notice of Internet Filtering has been posted above each of the computer stations. If a patron receives a block message they are to complete a form (located at the computers) and bring it to the attention of Library Staff at the desk.

Internet Policy revisions and the use of passwords to bypass a blocked website is still being worked on.

**Collection Development Policy:** Revisions approved by staff.

**Sick Pool recommendations:** Article 17 Leaves of Absence, Article 18 Family and Medical Leave Act and Article 21 Earned Time were reviewed and revised in January. Staff made some input to these changes and other options such as Long Term Disability are being explored.

### **New Business:**

Patron concern for use of meeting room: It was discussed that if no Library Programs are in session, the public may then make use of the space. The Molly Hobbs Room was created to allow for a bigger meeting space for Library Programs and Group meetings as the previous room was too small. Patrons and groups may reserve the Molly Hobbs room for meetings and tutoring.

Public Meeting Adjourned: The meeting was adjourned by acting Chair, Diane Chubb, at 7:37 PM.

Next Public Meeting: Wednesday, March 20, 2013 at 6:30 pm, Pelham Public Library

Respectfully submitted,

*Carolyn Thompson*

Carolyn Thompson  
Secretary, Board of Trustees