

Board of Trustees  
Pelham Public Library  
February 19, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Carolyn Thompson at 6:11 PM.

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

Others present: Corinne Chronopoulos, Director

**Approval of Agenda:**

A motion to accept the agenda as amended was made by Susan Snide and seconded by Carolyn Thompson. Motion approved 3-0-0.

**Secretary's report:**

The minutes for the January 15, 2014 meeting were reviewed. Motion to accept the minutes as amended was made by Susan Snide, seconded by Lori Adams. Motion approved 3-0-0.

**Treasurer's report:**

The January 2014 Treasurer's report was reviewed.

For January:

The beginning balance of the trustees' bank account was \$ 12,540.40

Deposits of \$ 608.37 were made in January.

Expenditures of \$ 641.60 were made during the month.

The end of the month balance in the account was \$ 12,507.17

Carolyn Thompson made a motion to accept the January Treasurer's Report, seconded by Lori Adams. Motion approved 3-0-0.

**Flip Liaison report:**

FLIP did not meet in February due to the snow storm. The Second Annual Gala took place on February 7 and was enjoyed by all.

**Director's report:**

The Director's report was reviewed.

**Building/Administrative:**

Eight staff chairs have been ordered. The cost was \$1,582.80 with discount.

Upholstery of the Clio chairs are delayed due to a vacancy in the administrator role at Granite COR Industries; anticipating that they will be done in the spring.

The clock is clean and ready. It will be delivered by the end of February. Mr. McKenna will give Corinne further training on winding routinely and caring for the clock. It is very sensitive to temperature and pressure.

**Budget:**

Spending conservatively until the March 11<sup>th</sup> vote.

**Outreach:**

PEDC commitment for Corinne is a bit more time consuming now that she is supervising the intern, Mike Coupal. Mike is doing a great job and we are progressing on marketing projects.

**Other projects:**

The Gala was a success. Attendance was about the same as last year but it is beneficial for the library's image as a place where big events are happening. Corinne will ask FLIP to take on more responsibility and select a Gala committee chair as the staff right now does a bulk of the work. They also should consider simplifying the event and possibly co-hosting it with another organization in town and making it a family event for a larger turn out.

The Strategic Planning process is in full swing. The first meeting of the community planning committee meets Saturday, February 22. The facilitator for the event is Dan Reidy, UNH Cooperative Extension. His only cost is mileage from Goffstown which will be \$33 paid to the UNH Cooperative Extension School. Carolyn Thompson made a motion to approve the cost of \$33 for the Strategic Planning Facilitator, seconded by Lori Adams. Motion approved 3-0-0.

Corinne also requested funds for refreshments for the committee. Lori Adams made a motion to approve up \$75 for the cost of refreshments, seconded by Susan Snide. Motion approved 3-0-0.

**Staff:**

Review process has begun. Anonymous review forms were given to the staff and should be received by Carolyn Thompson, Chair by March 1<sup>st</sup>. The BOT will also prepare a review for Corinne prior to the new board.

At the next staff meeting, will share information she gained from her most recent webinar, Readers Advisory, with the Library Journal on different techniques, strategies, viewpoints and how to make the library a place to discover.

Susan Snide made a motion to accept the Director's Report, seconded by Lori Adams. Motion approved 3-0-0.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (c) was made at 6:40 PM by Carolyn Thompson and seconded by Lori Adams. Vote in favor 3-0-0.

Roll call: Lori Adams – yes; Susan Snide – yes; Carolyn Thompson – yes; Corinne Chronopoulos – yes.

Carolyn Thompson made a motion to exit non-public session at 6:58 PM, seconded by Lori Adams. Motion approved 3-0-0.

Carolyn Thompson made a motion to seal the minutes, seconded by Lori Adams. Motion approved 3-0-0.

## **Adult Services Librarian Report:**

### **Programming:**

Affordable Care Act Sign up, in partnership with PPNNE. Seven patrons attended and the representatives from PPNNE were helpful in answering questions and guiding people through the signing up for the Health Care Marketplace.

Pelham Economic Development Committee presented "Understanding Small Business Tax Laws", but attendance was low.

Fourteen patrons participated in one of three computer classes (eReaders, Social Media) during January. The next computer class, Microsoft Word, will be on February 28<sup>th</sup>.

Idle Hands Craft Group met and made felted coffee cup warmers.

Adult Book Club has begun reading books from around the world and their first meeting contained a lot of rich conversation about Indian and American cultures. At their next meeting, they will discuss *The Handmaid's Tale* by Margaret Atwood.

## **YA Monthly Report**

YA program attendance continues to be strong. Anime Club had a total of 34 teens participating in January. The Teen Reads Book Club had 4 teens participate in the discussion about *The Lost Hero*, by Rick Riordan. TAG and TAG leadership had a total of 20 teens meet to plan February and March events as well as discuss fundraising initiatives. The final event of the month was a Chinese New Year's Eve Party. Fifteen teens and tweens gathered to celebrate the year of the Green Wooden Horse while exploring different elements of Chinese culture.

YA volunteer hours: 25.5; YA computer usage 12 – 15 teens per weekday; XBOX Usage: 38 teens

## **Children's Services Report**

Children's Area Reference Transactions for January: 185; Twelve Story Times offered; Molly Hobbs Program Attendance (children & adults): 235.

Story Times for January continued with the theme of "Your Library Card – Ticket to the World". In January they "traveled the Alps" with visits to Switzerland, France and Italy. All activities were accompanied by stories, songs and pre-reading activities.

The Children's Book Group had "Where in the World is Carmen San Diego?" as their theme. They looked at a variety of books from places around the world and discussed all of the wonderful places they have already visited and all the places that they would like to go.

Daddy and Donuts was well attended in January. Marilyn entertained the dads and their kids with winter stories and provided them with materials for a cute skating themed craft.

February 24 -28 School Vacation Activities: Monday – Puppet Program with Lindsay Bezich, funded by the Community Spirit Group; Tuesday – Make your own puppets; Wednesday – Dress Up Day; Thursday – Lego Day.

Susan Snide made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 3-0-0.

### **Unfinished Business:**

**Employee Contracts and Long range salary plans** - Staff and BOT will provide feedback for Corinne's annual review. Carolyn Thompson will follow up with Attorney Forest's office regarding the wording for the employee contract.

**Trustee Nominations** – Six registered voters / patrons are running for the three open positions. After the election the BOT will ask the Selectmen to appoint one or two alternates to the board.

**Time To Clay** – the participants prepaid with cash for the activity but a check needs to be made out to Time to Clay for their services. Carolyn Thompson made a motion to approve a check in the amount of \$108 from General Funds be made out to Time to Clay, seconded by Sue Snide. Motion approved 3-0-0.

### **New Business:**

**Organization of Staff Room** – Recommendation to improve the overall organization and efficiency of the staff room space and work station areas. The BOT reviewed the recommendations and agreed that the changes should be made in stages. Stage one will allow for the purchase of an additional steel cabinet to house supplies, and curtains for heating and cooling efficiency. Lori Adams made a motion to approve costs up to \$800 from Fines and Fees for purchase of a steel cabinet, curtains and the Professional Organizing Services of Teresa O'Hearn, seconded by Carolyn Thompson. Motion approved 3-0-0. Once the initial changes are made, the BOT will revisit the other recommendations to see if there is still a need for an additional wooden shelf, cabinets and countertop in the staff room.

**Request for Quiet Study Space** – A patron inquired about the use of a quiet area for studying. The Molly Hobbs Room was available and reserved for the patron from 12:00pm – 2:00pm. Around 2:15pm the noise level outside the room became loud as the teens started to gather in the area for their weekly TAG meeting. The patron at that point went downstairs to discuss the noise problem with Corinne. The patron felt that the teens were too loud and that she couldn't concentrate. Corinne addressed the issue that the teens are an active part of our library community but will address the noise level of the teens with the YA Services Librarian to ensure that there is a balance. The BOT is aware of the need for quiet space in the library but at this time there is limited space and resources.

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

Next Public Meeting: March 19 at 6:00 pm, Pelham Public Library

Respectfully submitted,

*Carolyn Thompson*

Carolyn Thompson  
Chair, Board of Trustees