

Board of Trustees
Pelham Public Library
February 25, 2015 Meeting Minutes

Call to Order: The meeting was called to order by Lori Adams at 6:35 PM.

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

Others present: Nicole Goolishian, YA Librarian

Approval of Agenda:

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

Treasurer's report:

The January Treasurer's report was reviewed.

For January 2015:

The beginning balance of the trustees' bank account was \$12,276.76

Deposits of \$ 736.17 were made in January.

Expenditures of \$ 370.00 were made during the month.

The end of the month balance in the account was \$12,642.93

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:

- The FY14 budget closed out at 99% expended.
- The FY15 default budget is now underway with expenditures running approximately \$17K per month per month, predominantly for must have books and circulating materials, and salaries.

Maintenance and equipment:

- The winter weather has wreaked havoc in a few library building locations.
 - Black ice between the rear walkway and the parking lot, after a very small storm in early January caused the Director to take a fall on January 12th
 - The parking lot light closest to the rear of the building was also out on the 12th. DEM Electric replaced.
 - The first roof leak in the staff room began on January 29th, after the first blizzard. Rondeau Construction was called by the Town. They came out, shoveled the roof, and discovered two small tears; tears were repaired. From the time I called, until the next day, two ceiling tiles were damaged, and one disintegrated onto the floor. Some water damage on the carpet is evident.
 - On warmer or sunnier days, water drips, in the staff room, above the window – same location as before. Town and Rondeau Construction are aware of it.
 - A commitment was given to the Town by Rondeau, to come out and shovel the flat roof after every storm. They have kept that commitment.
 - The emergency exit on the first floor was not cleared after the early February storm. Staff shoveled the drift so the door would open, but there was no egress path to the

public way – the snow had been plowed too high. Town contacted Boyden who came back and using a snow thrower cleared around the back of the building wide enough for a gurney or wheel chair to pass.

- The large roof icicles have torn a few screens on the second floor; they will need repair before summer.
 - Of concern is the large amount of snow piled physically against the building, in particularly the windows. In the non-fiction area, the snow is bending the window screen inward and hard pack plowed snow is over 5 feet tall. Once a rain or melting period comes, I fear this water will get between the siding and the walls thru the window sill.
- The HP color printer was purchased and installed, to replace the failed one. With the extra paper tray, legal size printing is now available for library promotional materials, events calendar, signage, etc. Staff is very happy with this purchase.
 - Early January the Molly Hobbs thermostat registered over 80 degrees, despite being set at 70. Rick Tarpey of Lord & Tarpey came out and spent three days in the Molly Hobbs ceiling repairing a failed- *sensor*.
 - The automatic, interior main entrance door needed YET another service call. A “sensor” was replaced by Northeast Door Corp back in December. In January the locking mechanism bar froze in the locked position, with the key in it. Trustee Carolyn Thompson was able to get the key out. Post Office Lock came and adjusted the lock, but said the problem is the door is out of alignment. Northeast Door returned, investigated, and is drafting a quote to the Town.
 - Light switch to Molly Hobbs room was “stuck”, and had to be forcibly pressed on and off. DEM came out to fix it, but it is still not right. We are back to using excessive pressure and force to turn it on and off. Reopened a ticket for repair.
 - The public men’s bathroom faucet became unsecured from the sink – Wear and tear? Vandalism? Repaired, re-secured and resealed by Dave Parola.
 - The flat screen television in the YA gaming area now has a swivel mount versus the flush mount that was bending and damaging the HDMI cords. We also had a swivel mount installed in the Molly Hobbs room for Anime Film Showings.
 - A replacement projector was purchased just for library use; the new projector has HDMI capability that the old one did not. The older EPSON projector is still functional, and will still be loaned out to patrons.
 - Manually retractable movie screen was installed by Dave Parola in the Molly Hobbs room for upstairs adult programs, film showings, etc.

ILS and Related:

- We encountered a few bumps in the transition from Wordpress.com to wordpress.org, but online catalog and webpage are now fully functional. **Rose Cares made a comment that the website still needs some updates such as putting the upcoming events list on the side column with a hyperlink to the event description.*
- Wowbrary (the new materials tracking application we purchased in December) is being very well received. Patron demand for hot titles/best sellers is up! In January 288 emails went out, 214 patrons clicked thru the list to see our newly added items, with 40 placing holds right then and there. Still working on the kinks of having the Wowbrary widget scroll on top of our webpage, which will definitely increase demand. Plan is to send Rebecca to another library that has been successfully using it.

- The leasing program from Baker and Taylor has dovetailed perfectly in filling holds for best seller or hot titles, reducing wait times from months to weeks. First circulation report should be available next month.
- Selectively we are adding brief records to the library catalog, letting our patrons know, “Yes! We have this hot new book ON ORDER, go ahead and place a hold.” Some cross training will be required.
- Circulation of DVDs and Large Print items shot up dramatically in January – over 20%. There is a direct correlation between the infusion of additional funding just for these two collections in December and the higher circulation, just on these collections in January.

Staffing:

- Library staff attended CPR and AED training at the Pelham Fire Department. We are currently taking inventory of our first aid supplies; many are out of useful date.
- Jen Rafferty and Nicole Goolishian are cross training in the Technical Services area, in anticipation of vacations.

Outreach:

- FLIP Gala plans are taking shape

Professional /Staff Development:

- Merri-Hill-Rock Meeting was hosted here in Pelham in February. The topic was scheduled to be libraries and their identities/vision/mission, but quickly morphed into “*Why libraries are loved, but not valued?*” And how do we change that perception?
- We received many compliments on the “positive feel of the building” over prior years’ visits by other librarians. The Children’s Displays was the envy of many of the attendees.

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

Adult Services

Adult Programming:

The library offered two Adult Programs in January, including the Pelham Reads Book Club and Idle Hands Craft Group. Both programs saw minimal turnout, largely related to poor weather. A third program, (Not So) Elementary, My Dear Watson, was rescheduled due to blizzard conditions.

Historically, winter programs have not done well and this winter has been particularly brutal. It is recommended in the future that the library conserve its resources and budget for later months, when the turnout is more promising. This also gives the library a chance to focus on other tasks that tend to get thrown on the backburner during more active months, such as weeding, shifting, readers advisory, program planning, marketing and other items.

Collection Development:

The library continues to ramp up its Large Print and DVD offerings based on a demonstrated patron demand. To further facilitate this, Adult Services is planning several major shifts in the Fiction Collection as well as the Reading Room, with the aim of improving browsability and boosting circulation. The first step in this multi-part shift is to create a dedicated “Large Print” collection where

patrons can more easily browse all LP offerings in one place. This has been a consistent request from several patrons who only read LP titles. More exciting changes are coming in February!

Adult Services purchased it's first "READS-to-Go" Book Club Kit. Our assigned title was "The Museum of Extraordinary Things" by Alice Hoffman! We're processing the items now and will soon send them to the State Library for final processing. The process will take about two months. After that, Pelham READS will be the first to read the new kit!

Adult Services Statistical Data January 2014 – Registered Patrons 5656 ; Circulation: checkouts 3340 ; renewals 196 ; Reserves 162 ; NH Downloadable Books circulation 744 ; Website Visitors 918; Website Hits 5294; Museum Passes Loaned 23 ; Online Database Usage: Ancestry 6720; Britannica inquiries 33; Ebsco Searches 34 ; Transparent Language Online 47 ; Adult Programs 2; Computer Courses offered 3; Adult Non-Library programs presented 9.

Inter Library Loans – ILLs loaned to other libraries: 45 ILLs requested: 39

KOHA - Collection Statistics for January 2015: Acquisitions 175; Withdrawn items 191; Processing Donations 8.5 hours

January – December 2014 Annual collection statistics: Acquisitions 2,613; Batch Delete Withdrawals 3348; Processing Donations 92.5 hours; Donations added to Collection 363.

Children's Services

Children's Area Reference Transactions: 164; Story Times offered: 17; Molly Hobbs Program Attendance (children & adults): 128; Use of Molly Hobbs Room (includes all program usage) 30. Special Children's Programs Offered: 2

January was plagued by lots of cancellations due to many snow days! But when we were open, attendance was lively!

- **Story times resumed** with our winter theme of "Baby, It's Cold Outside!" This 8 week program will feature lots of snow, ice and winter fun activities, polar animals and lastly- "Beach Week!"
- **Daddy and Donuts-** 16 kids and Daddies came to the library for a fun, winter-themed story time.
- **FLIP met twice this month.** Once to conduct regular FLIP business and again to continue planning for our April Gala- "An Evening in the Stacks- Murder and Mayhem at the Pelham Library". This event will take place on Friday evening, April 10th from 7:00-9:00 pm. Debra Lund with the Windham Actors Guild is writing an original murder mystery play to be performed at this event. Refreshments will be catered, supplemented by baked goods from our FLIP volunteer bakers and FLIP members and our own dedicated staff will be on hand to help make this event "an affair to remember"! Please mark your calendars- and buy your tickets- a real bargain @ \$15 each! This is a not-to-be- missed event in our library year!
- **We conducted a contest in the Children's Area this month** with a goal of boosting circulation stats and to get kids excited about their trip to the library. For each winter themed book checked out, the children were allowed to add their name to a snowflake and add it to a large snow globe. At the end of the month, one winner was chosen who received a beautiful winter story book that had been donated to the library.

YA Services:

YA Programs offered: 5; YA Program Attendance 59; YA volunteer hours: 42; volunteers: 11; YA computer usage 116/month; XBOX Usage: 39/month.

January 2015

Anime Club continues to meet twice a month. Planning has begun for the much anticipated library anime convention Toshicon. During each meeting the teens began to carve out the details of the event and develop advertising ideas, how to expand on last year's successful event, and they completed the itinerary for the March program. Toshicon will feature costumes, showings of anime movies and television shows courtesy of the anime film license, contests, prizes, and panels in which anime club members will discuss their favorite manga and anime with guests.

Teen Advisory Group— TAG continues to meet once a month. In January the group began planning two original TAG events to take place in March and April of this year. Coming in March the group will host their own cooking and baking competition and in April members of TAG will have a "Challenge" competition based upon similar food and craft competitions originating on YouTube.

Teen Movie Afternoon – 15 teens gathered for a showing of the newly released film *Maze Runner*, based on the best-selling young adult novel of the same name. The teens enjoyed popcorn and the new placement of the YA TV on the wall that allowed for easier viewing and better seating for the large group. This was the second of multiple intended film showings during the remainder of the school year.

Teen Craft Group – Unfortunately, due to the first blizzard we experienced in January, this program was cancelled once the library was closed for the day. This program has been rescheduled to take place in April 2015. Originally, 6 teens signed up to participate.

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:

Ongoing Roof Leak: See Director's Report under maintenance and equipment for details.

Performance Reviews / Employment Contracts: reviews are almost completed.

Technical Service – cross training: Jen Rafferty and Nicole Goolishian are cross training in the Technical Services area, in anticipation of vacations.

New Business:

Children's Non-Fiction – retrospective collection development: Request for \$506.08 to purchase a set of new world culture books. This series offers comprehensive coverage of countries around the world. The emphasis of this series will be on up to date, recent information, current affairs, and newsworthy entries. The design is modern, with contemporary, glossy photographs and clear maps and charts. Each book will offer complete coverage of one country, including sections on society, geography, culture, peoples, history, size, neighbors, economy, government, foreign language vocabulary, recipes, flags etc.

Lori Adams made a motion to approve the purchase of the World Culture Books up to \$525 to be funded from the Gage Trust Fund, seconded by Darlene Michaud; Motion approved 5-0-0.

YA Program Funding – ToshCon April 2015: Request for \$100

Coupled with existing funds provided through the Young Adult programming budget, supplementary funds would help to bolster the program as a whole and help create a professional large-scale event for not only members of the Pelham community but young anime fans throughout the Southern New Hampshire region - something last year's program capitalized on. ***This monetary request would allow for purchase of prizes and awards*** for the entirety of the happenings currently planned for Toshcon 2015.

Lori Adams made a motion to approve funding up to \$125 for the purchase of prizes for the Toshcon event with funds being withdrawn from the Brown Fund, seconded by Rose Cares; motion approved 5-0-0.

FLIP Gala Update: Murder in the Stacks - There's been a murder in the library and we need YOUR help to solve the case. Investigate the crime scene and follow clues on Friday, April 10, 2015.

Debra Lund with the Windham Actors Guild is writing an original murder mystery play to be performed at this event. Refreshments will be catered, supplemented by baked goods from our FLIP volunteer bakers and FLIP members and our own dedicated staff will be on hand to help make this event "an affair to remember"! Please mark your calendars- and buy your tickets- a real bargain @ \$15 each! This is a not-to-be- missed event in our library year!

Manifest signing schedule: 1st and 3rd Wednesday of the month

Anna Beaudoin Trust Fund – Large Print Purchases: Lori Adams made a motion to request from the Trustees of the Trust Fund a withdrawal of \$2,000 from the Anna Beaudoin Trust Fund to be transferred to the Library Trustee Account for the purchase of Large Print Books, seconded by Carolyn Thompson; motion approved 5-0-0.

Lori Adams made a second request from the Trustees of the Trust Fund a withdrawal of \$2,000 out of the Charles Seavey Trust Fund to be transferred to the Library Trustee Account for specialized items.

Extended hours for programming: It was discussed that perhaps extending the closing time to 9:00PM on evenings of Special Events may allow for more patrons to attend and participate if an event begins at 7:00PM vs. 6:00PM. Further discussion on funding and staff schedules to be discussed at March meeting.

Also in addition to patrons being reminded via email is there a way that patrons can receive a text alert reminding them an event is coming up? – to be discussed at next meeting.

Policies to be upgraded: Starting next meeting (with new board), Trustees are going to start reviewing two sections of our policies per meeting as they sorely need updating.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 7:45 PM.

Next Public Meeting: March 18, 2015 at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson, Secretary
Board of Trustees