

Board of Trustees
Pelham Public Library
Draft January 11, 2012 Meeting Minutes
(To be approved at the February 1, 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; Doug Fyffe; Bob Rice, Library Director

Members arriving late:

Debbie Kruzel arrived at 6:40.

Others present:

Carol Roberts, Interim Director;
Corinne Chronopolous, Adult Services Librarian
John Collins, Lowell Sun
John O'Toole, Eagle Tribune
David Perigny, resident
Bill Scanzani, resident

Approval of Agenda:

Diane asked for an addition to the agenda regarding the scheduling of the next meeting, as it conflicts with the School District Deliberative Session. Fran Garboski requested a discussion on possible money savings. A motion to accept the agenda as amended was made Susan Snide, seconded by Diane Chubb. Motion passes 4-0-0.

Secretary's Report: The minutes from the December 14, 2011 meeting were reviewed. A motion to accept the agenda as amended was made Susan Snide, seconded by Fran Garboski. Motion passes 5-0-0.

Public Forum:

Fran Garboski allowed members of the audience to make a statement regarding the status of the library.

David made a statement, and asked questions about the status of the employment of Robert Rice.

Bill Scanzani made a statement, giving respect to the trustees for their service and expressed his faith in the trustees' ability to make a decision on the issue of Mr. Rice's employment.

Treasurer's Report:

The financial report for December 2011 was reviewed.
The beginning balance of the trustees' bank account was **\$21,887.31**.
Deposits of \$796.31 were made in December.
Expenditures of \$2,603.14 were made during the month.

The end of month bank statement balance was **\$21,080.41**.
The end of the month balance in the account was **\$19,070.41**.

Check # 1412 for \$10.00 for Colebrook Public Library and Check # 1409 for \$1,000 for Red Cross have not yet been cashed. This explains the difference in the balances. Carol has contacted the Red Cross regarding the uncashed check.

The financial charts include a December deposit that was included on the November spreadsheet. Susan Snide will sit down with Carol to review the manner in which the reports are produced.

Carol has submitted a statistical report to Town Hall to be included with the Library's annual report.

Enterprise Bank: Still waiting for the signature cards. Diane advised Susan to contact Kristin Vadala at the Salem branch to have the cards sent.

There is no new news regarding the inheritance to the Library.

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 December 2011 was reviewed.

The Annual report, text portion, has been turned into Town Hall for inclusion in the Town's Annual Report.

Petty Cash: Petty Cash has been established and is held in the director's office. We have developed a system for tracking and processing reimbursements.

New Copier: The Xerox machine arrived and training is ongoing. Staff is working with PERC to get the old machine recycled with another town department.

New Library cards: The new library cards are being very well-received. People like the new option for having the card on their keychain. Many regular patrons have already transferred to the new cards. Currently, the library is signing up between 30-50 new patrons a month.

Warrant Article: 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" has been sent to Tom Gaydos for inclusion on the warrant. We still have received no confirmation that it has been changed. The Board asked Carol to follow up with Mr. Gaydos.

Antique Clock: The clock has not yet been returned from servicing. Carol indicated that the cost for the servicing may be over \$700. The Board asked Carol to follow-up with the maintenance man.

Doug Fyffe 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 December 2011 was reviewed.

Statistical Data: Circulation and website traffic has increased. 443 inactive patrons (inactive since

2007) have been deleted from our database. There are still 5,615 patrons, which is over 50%. Over 500 new patrons were signed up in 2011 alone.

2012 Programs: Corinne is planning out the adult program schedule for 2012, using the results of surveys to plan programs that patrons have requested. She will put together a 6 month program budget for the next 6 months.

E-Reader workshops: Corinne is putting together workshops for people to better understand how to use e-readers. The trustees still need to review and adopt a policy regarding the e-reader.

Facebook and website: Currently, all of the staff have the password to update the website and Facebook page. The system needs to be amended so that there is a hierarchy as to who has access to make changes to the site.

Perceived value: The library needs to make the public more aware of value of the services that the library offers, such as tracking the value of the services.

Pelham Reads: The state library is applying for a grant to fund the "NH reads" program to be held in October. The theme is Edgar Allen Poe.

Artist of the Month: The program is continuing with some new local artists. The Board suggested that Corrine reach out to the local schools for student artists, and have a reception showcasing their art.

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

Children's Librarian Report:

The Children's Librarian's report for December 2011 was reviewed.

Story Time: December story times focused on "Light the Lights" with discussion of holiday celebrations around the world. The highlight was the special event based on the Polar Express with a visit from Santa.

TAG: The teen advisory group had a Christmas party, with goodie bags and Secret Santa.

PMS visit: Carol Gariepy, a social studies teacher from PMS, walked to the library with each of her 4 morning classes.

Wall Paint: The painting of the walls in the Molly Hobbs room is progressing.

SRO: Diane suggested that the library work with the SRO to provide programs for the TAG and for parents of small children who have access to the internet.

Volunteers: 9 people volunteered 54 hours in December.

Diane Chubb made a motion to accept the Children's Librarian's report. Fran Garboski seconded the motion. Vote in favor 5-0-0.

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.

Grant potential: The trustees had asked the grantwriter Carolyn Singer to pursue three specific grants. The templates that she is putting together will become property of the Library. The Board asked Carol to follow up with Carolyn regarding the status of the grants.

Diane has submitted grant proposals to Enterprise Bank and Citizens Bank for funding for library hours, programming and/or museum passes. We are waiting for a response.

New Business:

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.

Audit review: The auditor's provided several comments noting where the Library can make improvements in the handling of funds. Susan Snide indicated that almost all of these changes have been made. Fran will ask Cindy Kelley from Town Hall to come to our next meeting and explain the remaining changes requested by the auditor.

ALA Publication: ALA has published books regarding library grants. Fran will look into this further to get costs. Susan also suggested checking with our grantwriter to see if she has any of these publications.

GE incentives: Fran is aware of a program that promotes incentives for reducing carbon footprint. He is wondering if the library might be able to take advantage of such incentives to save operating costs for the building.

February Meeting: The next meeting is currently scheduled for the same time as the School District Deliberative Session. Doug made a motion to move the meeting to February 1, 2012. Seconded by Susan Snide. Vote in favor 5-0-0.

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 8:47 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 Kruzal – yes.

A motion to end the non-public session was made by Fran Garboski at 10:27 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.

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

Public Meeting Adjourned: The meeting was adjourned by the Chair, Fran Garboski, at 10:27 PM.

Next Public Meeting: February 1, 2012 at 6:30 PM

Respectfully submitted,

Diane M. Chubb
Secretary
Board of Trustees