

Board of Trustees  
Pelham Public Library  
January 16, 2013 Meeting Minutes

**Call to Order:**

The meeting was called to order by Debbie Kruzel at 6:35 pm.

**Members present:**

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson, Angela Hinkle

**Others present:**

Corinne Chronopoulos, Director, Lori Adams, Robert Atwood

**Approval of Agenda:**

A motion to accept the agenda as amended to add Acceptance of Gift from LegaLogos LLC was made by Carolyn Thompson, seconded by Susan Snide. Motion passes 5-0-0.

**Secretary's report:**

The minutes for the December 19, 2012 meeting were reviewed. Motion to accept the minutes as amended was made by Angela Hinkle, seconded by Diane Chubb. Motion passes 5-0-0.

**Treasurer's report:**

The December Treasurer's report was reviewed.

**For December:**

The beginning balance of the trustees' bank account was \$ 10,783.13

Deposits of \$508.16 were made in December.

Expenditures of \$214.18 were made during the month.

The end of the month balance in the account was \$ 11,077.11

Carolyn Thompson made a motion to accept the December Treasurer's Report, seconded by Deb Kruzel. Vote in favor 5-0-0.

**Director's Report:**

The December Director's report was reviewed.

**Budget:**

Corinne made a request for Lost and Paid for trustee account line item balance to be applied to invoices for replacement cost of books. Diane Chubb made a motion to accept the release of \$394.64 for the replacement cost of books, seconded by Carolyn Thompson. Vote in favor 5-0-0.

**Building/Equipment Maintenance:**

**Roof:** The roof has been leaking into the back staff room; 7-8 ceiling tiles to be replaced. Corinne has been using the ticketing system to document problems. Short-term solution is to shovel roof and keep drains clear. CSS will help with the shoveling. Rondeau roofing also did some patches. In the

spring roof needs to be looked at as work areas are being covered with plastic when not in use to avoid damage. Trustees discussed that this problem needs to be escalated to the selectmen. Debbie Kruzel will submit a letter of concern.

**Furniture:** Many of the chairs in the library are badly soiled and in need of cleaning. A quote from McCarthy Cleaning was obtained; to clean and apply protectant for 6 stuffed chairs, 5 red cushions and 30 standard chairs would be \$620. Corinne requested funds from fines and fees (upgrading and maintenance of equipment per RSA 202-A) to pay for this service.

A motion to approve the release of funds up to \$620 from fines and fees to cover the cleaning of chairs and cushions was made by Susan Snide, seconded by Diane Chubb. Vote in favor 5-0-0.

**Data Jacks:** The printer in the YA area and the Teen Library Assistant computer are both using wireless devices due to the lack of data jacks. This is becoming a problem for both Lori and patrons as the wireless connection is not reliable. To install two data jacks should cost less than \$600.

A motion to expend up to \$600 from fines and fees (per RSA 202-A upgrading and maintenance of equipment) to pay for the installation of two data jacks was made by Diane Chubb, seconded by Angela Hinkle. Vote in favor 5-0-0.

**Signage:** A need for more signage was discussed in the YA area. Miss Debbie would like to draw attention to the new items with new signage. The cost for the sign of 8 letters would be approximately \$125. Due to limited budget, the BOT requested this purchase be held off to a later date.

**Integrated Library System Update:** It is scheduled to go live on January 22, 2013.

**FLIP:** FLIP Gala is planned. A website for event was created, event information was posted, letters for sponsorship were sent and tickets have already been selling.

### **Programs/Resources:**

FLL Robotics club will wrap up on February 10<sup>th</sup> with a scheduled tournament and presentation for the public at the Senior Center. Eight teams have been invited to attend. A press release will go out to draw attention to the grant and the huge success of the program.

### **Staffing:**

Staffing has been reduced to bare bones needs until the budget is voted on in March.

The new library assistant is working out great. A lot of administrative tasks, copying and document creation are being set aside for Michael to complete during his hours.

Susan Snide made a motion to accept the Director's Report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

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

Friday Computer Classes continued in December with a series of classes on social media, which 10 people attended.

The Holiday Tree Lighting and Bell Choir Performance had roughly 125 attendees. People enjoyed an evening of cheery music. The Friends of the Library graciously made desserts for this wonderful community event.

Library Day at the Senior Center continues to be well received. So far 5 people have been signed up for new cards as a result of this community connection initiative. Library Hour at the Senior Center will take place in January on the 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup>.

Scrabble and Knit groups continue to meet weekly

Other upcoming Programs in January:

January 18 – Introduction to Social Media

January 22 – Book Club

January 29 – Music of the Great Gatsby

End of year 2012 Statistics: Acquisitions 2897; Withdrawals 3710

Inter Library Loans: Loaned 686; Borrowed 352

Got Books 195 boxes

Time Sorting Donations July-Dec 71 hours

Susan Snide made a motion to accept the Adult Services Librarian Report, seconded by Deb Kruzel. Vote in favor 5-0-0.

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

The theme for the month of December was "Let's Celebrate – Discovering World Cultures and Customs". The children listened to stories, made crafts and sampled foods.

On Saturday morning December 1st, Marilyn hosted "Daddy and Donuts Story Time". Marilyn, shared a few books about Chanukah and Christmas and did a captivating flannel board activity.

Holiday Craft Night was a huge success. Four different crafts were presented for patrons to make in various locations around the library. There were approximately 65 participants in this program ranging in age from preschoolers to adults.

The December meeting of the Children Book Group "Tuesdays with Stories" was held on Wednesday, December 12<sup>th</sup>. The theme for the month was Holiday Stories. In addition to stories, simple holiday recipes were made and sampled as well as packaged up to give as gifts to friends and family.

Polar Express Event: Children gathered in the reading room to go for a "ride" on the Polar Express. Once on board the children received warm cocoa and cookies by a staff of Santa's elves (the TAG kids outfitted in elf hats kindly donated by FLIP). After listening to the story, the children had a visit with Santa.

Upcoming events for January 2013: January 31<sup>st</sup> Drop in craft – Making of Bird Feeders

## **YA Monthly Report**

Four well attended programs were offered during the month of December for the teens which included Family Craft Night, Gingerbread House Making , Polar Express Story time and a TAG only Holiday Party.

YA bulletin boards were designed and done by the teens for the Holiday Season. For their first board they chose to make two large elves and pass out Elf Applications to their peers. The second board was a colorful background of holiday paper, trimmed in garland with a large set of paper lights upon which the kids wrote "Bright Holiday Wishes" for the season.

The X-Box usage averages 2 to 10 teens per day while the YA room attendance was over 270 teens for the month.

Diane Chubb made a motion to accept the YA and Children's Librarian Report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

## **Old Business**

**Internet policy and intellectual freedom issue:** Per Corinne's meeting with Tom Gaydos, the Selectmen had several issues with the technical risks of lifting the internet filters. The BOT has the right to set policy at the library but when using the town network and tech support, the Town policies take precedence. Identified technical risks according to the town: 1. Lifting filters may cause more viruses because of the frequency of people clicking on bad links. (Although any link could cause these issues not just links originating from "adult sites".) 2. Lifting filters may increase infected PCs in need of repair by Rockport and cause a strain on the limited hours of tech support for the town. 3. The Library's wifi access may become a greater threat to the town server. 4. Kindles, tablets android OS may be a major threat.

The Library Director is working to understand the above mentioned threats.

Options for the Library: 1. Practice good knowledge management and create a record of this issue. Pass on knowledge of filters to staff and future Trustees. 2. Create a password protected filter for the library network. When a patron is blocked they may ask a librarian to lift the filter. 3. Submit blocked URLs through the ticketing system to be removed from Brightcloud's filtering.

The BOT discussed the various options. Short term can the message that pops up be changed to something more generic when a website is blocked? Also what is involved in setting up a password protected filter that would allow the staff to accept a site for a patron. Patrons need to be made aware that website filtering is occurring. Long term plan may be to create a separate server in order to lift censorship and provide for intellectual freedom.

**Tote bag invoice:** Corinne contacted APP Imprints, LLC requesting further documentation. They have documentation from UPS that 4 boxes had been signed for and accepted by library staff. Even though a purchase order was never submitted for the tote bags, according to APP imprints it is in their system that a case of tote bags was sent. Therefore, the BOT voted to submit payment. A motion to pay \$235.61 from FLIP money for programs for the tote bag invoice was made by Diane Chubb and seconded by Debbie Kruzel. Vote in favor 5-0-0.

**Collection Development Policy:** The updated policy was reviewed. Carolyn Thompson made a motion to accept the revised collection development policy, seconded by Diane Chubb. Vote in favor 5-0-0.

## **New Business**

**Sick Pool recommendations:** Article 17 Leaves of Absence, Article 18 Family and Medical Leave Act and Article 21 Earned Time were reviewed and revised. It was recommended that the staff have some input in the changes being made before being voted upon by the BOT.

**Gala Funding Request:** A request for monies was made to help fund part of the festivities for the FLIP February Gala event. Due to limited budget this request was tabled.

**Koha and Catalog System Demonstration:** Corinne demonstrated how the new catalog system would function. The record management aspect was discussed by the BOT. Is there a way to override and purge after a certain amount of years per best practices procedures?

**Legalogos LLC Gift:** Carolyn Thompson made a motion to accept the new Pelham Public Library Logo as a gift from Legal Logos, LLC, seconded by Debbie Kruzel. Vote in favor 4-0-1; Diane Chubb abstained.

**Public Meeting Adjourned:** The meeting was adjourned by Chair, Debbie Kruzel, at 8:40 PM.

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

Respectfully submitted,

*Carolyn Thompson*

Carolyn Thompson  
Secretary  
Board of Trustees