

Board of Trustees
Pelham Public Library
Draft January 15, 2014 Meeting Minutes
(To be approved at the February 19, 2014 meeting)

Call to Order: The meeting was called to order by Carolyn Thompson at 6:05 PM.

Members present: Lori Adams, Angela Hinkle, Carolyn Thompson

Others present: Corinne Chronopoulos, Director; Cindy McGee, Potential Board Member; Dave Sweeney, Potential Board Member; Roseanne Cares, Potential Board Member

Approval of Agenda:

A motion to accept the agenda with amendments was made by Carolyn Thompson and seconded by Lori Adams. Motion passes 3-0-0.

Secretary's report:

The minutes for the December 11, 2013 Board meeting were reviewed. Motion to accept amended minutes made by Carolyn Thompson, seconded by Lori Adams. Motion passes 3-0-0.

Treasurer's report:

The December 2013 Treasurer's report was reviewed.

For December:

The beginning balance of the trustees' bank account was \$12,626.45.

Deposits of \$854.05 were made in December.

Expenditures of \$940.10 were made during the month.

The end of the month balance in the account was \$12,540.40.

The Director explained that the participants in the Time to Clay activity had paid cash up front, but that she would be asking for the check to pay Time to Clay for their services to cover that \$100 amount in General Funds.

Carolyn Thompson made a motion to accept the December Treasurer's Report, seconded by Angela Hinkle. Vote in favor 3-0-0.

Flip Liaison Report

FLIP finalized two \$500 scholarships, one for traditional students and one for non-traditional students, at their last meeting. They will begin accepting applications on May 1st, and they will announce the recipients on August 1. They are still working on finalizing the rubrics for judging. From now on, the spring book sale proceeds will be earmarked to go towards keeping the scholarship going.

As far as the Gala is concerned, the entertainment has been booked and canvassing is happening. There is an approved \$750 budget. FLIP needs to sell 75 tickets to make \$500. This is not a big fundraiser, but it is something they are looking to build up over time. The director plans to put out little signs that educate the guests about what the money that is raised helps fund. There will also be a photo booth available to capture the special night.

Director's Report:**Building/Administrative:**

Heating in the staff room and restroom has been restored after the Director requested HVAC maintenance assistance. Rick Tarpey located and fixed two issues. .

The poor patching job upstairs has not yet been addressed, although there is a ticket in. It is not a high priority due to current issue in the town.

Lt. Fisher and Chief Roark reviewed the Safety Plan and amendments were made accordingly. The Director will go over the plan with the staff tomorrow, and Lt. Fisher will run a one-hour training with them later this month, including conflict management.

Budget:

The Library are currently ending the 2013 fiscal budget with an \$800 surplus.

Programs/Resources:

Staff illness and travel plans allowed the Director some time to connect with the public on the front line. There is a continued need for more coverage at the Children's circulation desk. People are slipping through the cracks upstairs with no one to service them. The Library has staff that would be willing to work the hours if money could be found for the Salary line.

Outreach:

Pelham Economic Development Committee programs start this month. The Library assisted the PEDC with the press release and promotion in order to promote our business resources at the library. The PEDC intern starts next week and will be managed by Jeff Gowan and the Director.

The Director continues to partner with Pelham High School in publicizing their Great Conversation events and upcoming Open House on January 24th from 8am-10am. Anne Fowler (School to District Career Coordinator) and the PHS Librarian collaborate with the Director regularly.

Other projects:

Weeding and shifting of non-fiction is almost complete, in an order to improve the Library collection. An effort is being made to strengthen the medical information section, thanks the Adult Services Librarian. The Reference collection has been reduced by reclassifying many items as non-fiction. A quarterly special display for non-fiction has been instituted on the first shelf to draw attention to things patrons might not realize the Library has.

Carolyn Thompson made a motion to accept the December Director's Report, seconded by Angela Hinkle. Vote in favor 3-0-0.

Adult Services Librarian Report:**Programming:**

December programming was largely focused on family programming like the Family Craft Night and the Tree Lighting and Bell Choir performance. 75 people attended these two events.

Snow prevented the Book Club from meeting, and the Idle Hands Craft Group meeting was folded into the Family Craft Night. Two people attended a Microsoft Excel class and reported they were pleased with what they had learned.

Upcoming Programs:

(Scrabble and Knit groups meet weekly)

January 7: Affordable Care Act Sign Up with PPNNE

January 8: Library Hour

January 10: eReaders 101

January 14: eReaders 101

January 16: Idle Hands Craft Group

January 21: Adult Book Club – The Namesake

January 21: Pelham Economic Development Committee Meeting

January 22: Library Hour

January 24: Intro to Social Media

Other Projects:

On January 7, a representative from Planned Parenthood of Northern New England will be at the library to answer questions and sign people up through the Affordable Care Act. An eReader course on January 10 is already full with six people signed up and another two registered the other session on January 14.

As noted earlier, in the Director's report, the Adult Service Librarian has been weeding the non-fiction collection to make room on the shelves for new materials. The medical-related books were examined especially closely, and necessary updates to that section of books will be worked into monthly book orders. Large sections of books have been relocated to a rotating display shelf adjacent to the biography holdings. This display will change every 3-4 months, and currently holds books on fitness and crafting. In March, these books will be returned to their regular shelves and gardening books will be shown in a like manner. The hope is that this will bring awareness to different portions of the non-fiction collection.

Young Adult Services Librarian Report:

Anime Club Holiday Party (December 2): Sixteen teens attended and brought snacks to discuss the latest trends in manga/anime and their favorite new series.

TAG Leadership Special Volunteer Meeting (December 3): Five TAG Leaders volunteered to help with the annual Polar Express event. We discussed decorating needs and assigned roles/tasks. We also selected 2

members from TAG to be mentored by the TAG Leadership, so that they may continue the Polar Express Legacy in the future.

Teen Pottery Craft (December 11): Ten teens joined in a guided craft with an instructor from Nashua pottery studio Time 2 Clay.

“Season of Giving” (December 16 – 21): Five teens participated in the canned food drive in return for library fine forgiveness. Thirteen teens took advantage of the Card Amnesty program and reactivated their accounts/replaced lost cards.

Anime Club (December 16): ToshCon Marketing Meeting: Thirteen teens split into groups to create posters, circulars and website marking materials for the coming Con.

TAG (December 17): Holiday Party and Secret Santa: 18 teens attended our holiday party, contributing snacks and music. Several teens participated in mini-performances for the rest of the group. Secret Santa gifts were exchanged all around.

TAG Leadership (December 17): Seven teens met briefly to confirm participation and go over Polar Express volunteer details.

Teen Craft: Making Holiday Fudge (December 18): Sixteen teens and tweens gathered in the Molly Hobbs room to make 3-minute fudge. Participants were given a number of mix-ins and toppings to choose from.

Polar Express (December 19): Seven TAG Leadership and sponsored members as well as four other teens helped to execute the polar express by participating in set-up, decorating, and handing out refreshments.

Upcoming Events planned for January:

Anime Club (January 6): The club will begin intensive panel planning workshops for ToshCon. The club will not meet January 20th (MLK Jr. Day), as the library will be closed. Teens are welcome to meet at the library during off-Mondays to further their panel progress.

Teen Reads (Book Club January 8, 22): Teens will read *The Lost Hero* by Rick Riordan, and meet to discuss characters and themes as well as participate on a hands-on activity (TBD).

TAG Meeting (January 14): Teens will meet to discuss their agenda for the second half of the year, including causes and fundraising initiatives.

TAG Leadership (January 14): Volunteers will be solicited for the annual gala event in February. Leaders will be asked to contribute to the group’s identity by formulating a logo and mission statement based on the value propositions outlined by the entire group earlier this year.

Chinese New Year’s Eve Party (January 30): Teens and Tweens will gather to celebrate the year of the Green Wooden Horse while exploring different elements of Chinese culture!

Children's Services Librarian Report:

Story times centered around a theme of “Home for the Holidays” The group discussed Chanukah, played the Dreydl game, lit the Menorah, and read Christmas stories. They also made gifts, Christmas cards, and enjoyed Christmas parties in each story hour group.

Tuesdays with Stories, the Children’s Book Group had “...And a Partridge in a Pear Tree!” theme. A variety of holiday stories were examined as choices for the kids’ December read. The group sipped cocoa and munched cookies as they checked out books from the library collection. Using donated felt pieces and a sewing machine, participants made library card holders as a gift. Using the sewing machine was a big hit and there are plans to use it again.

“Daddy and Donuts” story time saw 20 participants at the event which featured Christmas stories and a “Star Santa” craft. This is a record number of participants.

Our second annual **Family Craft Night** was successful. A variety of Christmas crafts were presented and more than fifty participants created cards, made beaded Christmas elves and Magic Reindeer Food, and crafted paper bird ornaments.

With the help of our TAG Leadership Group, Pelham children took another trip on the **Polar Express**. The children were able to ride aboard the “train” created in the Reading Room, drink cocoa, munch on gingerbread cookies, and listen to the Polar Express Story as they awaited the arrival of our special visitor. Santa again took time out of his busy schedule to come to the library and listen to the dreams, wishes, and explanations for misdeeds, from the children. Thanks to the FLIP group for sponsoring this event. Each child was given a Christmas bell and a candy cane.

Upcoming Events for January 2014:

Tuesday, January 7th – Story Times resume

Tuesday, January 7th - “Tuesdays with Stories” Children’s Book Club

Tuesday, January 14th - FLIP meeting

Saturday, January 11th - Daddy and Donuts Story Time

Carolyn Thompson made a motion to accept the December Adult Services Report, Young Adult Services Report, and Child Services Report, seconded by Angela Hinkle. Vote in favor 3-0-0.

Unfinished Business:

- Trustee Nominations
 - The Director allowed the three potential Board members who were visiting a chance to introduce themselves, explain why they were interested, and tell the existing Board a bit about their backgrounds. She then explained the purpose of the Board and the process for signing up for the election. The Board members in attendance explained their roles. The visitors were given time to ask any questions they had of the current Director and Board members.
- Employee Contracts

- Carolyn has received email confirmation that the lawyer has received the Board's proposed contracts, as well as the lawyer's rates. There was some concern about the amount of time that it might take the lawyer to review the contract. The Director recalled the number of four hours, and she will review her emails to confirm. Meanwhile, Carolyn will email the lawyer for an estimate, as the Library has only \$1 in its legal line.
- The contract needs to be in place by June. The process for employee performance review is established. The Director has evaluations forms. These will be conducted in February. Lucy will run the anonymous review of the Director.
- Strategic Plan
 - The Library is still in the preliminary stages of the strategic plan planning process. Sixteen people from various positions in the Pelham community were chosen to represent the town in two sessions in which they try to envision the future of the community and the library.
 - The plans for the first meeting are to discuss the ideal vision statement for the future of Pelham and to decide how the library can help get them there. Also, they will be looking out the library can serve people who don't typically utilize library services.
 - The two meetings are scheduled to take place on February 22 and March 22, between 10:00 AM and 12:00 PM. Lori Adams will represent the Board.
 - Recommendations made by the visioning committee will go to the Library Board of Trustees. The board will use those to create a new mission and tangible goals for the next couple of years
 - The Director would like to hire a facilitator for the sessions to avoid conflict of interest. She has received four recommendations and is currently waiting to hear from UNH Cooperative Extension, which she believes is free.
 - The Director asked the Board if coffee and donuts should be served.
 - The Board will vote on the cost of facilitator and refreshments at the next meeting.
 - After confirmation, the Director will send a welcome packet including a roster, library staff list, budget, collection briefing, etc.
- Furniture Maintenance and Upgrades
 - The Director has not scheduled reupholstery.
 - The staff has selected a new staff chair. There is a need for six staff chairs and a director's chair. The cost for all would be \$1607, and there are no associated shipping costs.
 - One of the visitors suggested the Director check into government pricing, which she agreed to do.

- Carolyn Thompson made a motion to approve up to 1\$620 for 7 teal blue staff chairs, coming out of General Fines and Fees, seconded by Lori Adams. Motion passes 3-0-0.

New Business

- Gala Plans (Please see the FLIP Liaison Report)
- Annual Report 2013
 - The beginning balance of the trustees' bank account was \$11,077.11.
 - Deposits of \$9,993.29 were made.
 - Expenditures of \$8,530.00 were made.
 - The ending balance in the account was \$12,540.40.
 - The Director mentioned to the Board that some libraries have automatic disbursements set up every month, such as \$500, to the Director to be spent on needs that arise. This is something for the Board to keep in mind for the future.
- Sister Library
 - In 2011, the Library started a partnership with a Sister Library in Nicaragua. The Library collected money and books written in Spanish and even started webpage. Construction issues arose for the Sister Library and they never picked up the books. They contacted the Director a few months ago and the library is almost built. Their community has 13 schools and no library. They are looking for fundraising, donated books, and some help with a librarian partnership for someone to help train or set up Skype book club. The Director asked what the Library's relationship should be based on how spread thin the staff already is and considering the financial situation of the library.
 - The Board proposed that the Director converse with the schools about their ability to help the Sister Library. In addition, the Board does not feel that fundraising is a good idea. A wish list or book drive would be appropriate, with a guarantee the books would be picked up. The Director will bring the issue to the next staff meeting to find out if anyone is passionate about the issue.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (c) was made at 8:01 PM by Carolyn Thompson and seconded by Angela Hinkle. Vote in favor 3-0-0.

Roll call: Lori Adams – yes; Susan Snide – no; Robert Atwood – no; Carolyn Thompson – yes, Angela Hinkle – yes, Corine Chronopoulos – yes

Carolyn Thompson made a motion to exit non-public session at 8:37 PM, seconded by Angela Hinkle. Vote in favor 3-0-0.

Carolyn Thompson made a motion to seal the minutes, seconded by Angela Hinkle. Vote in favor 3-0-0.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:39 PM, seconded by Angela Hinkle. Vote in favor 3-0-0.

Next Public Meeting: Wednesday, February 19, 2013 at 6:00 PM, Pelham Public Library.

Respectfully submitted,

Angela Hinkle

