

Board of Trustees  
Pelham Public Library  
January 21, 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: Irja Finn, Director; Karen Baillargeon

**Approval of Agenda:**

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

**Treasurer's report:**

The December Treasurer's report was reviewed.

For December:

The beginning balance of the trustees' bank account was \$12,393.95

Deposits of \$ 390.31 were made in December.

Expenditures of \$ 506.94 were made during the month.

The end of the month balance in the account was \$12,277.32

Lori Adams made a motion to accept the Treasurer's Report, seconded by Rose Ann Cares. Motion approved 5-0-0.

**Director's report:** Due to Irja's fall last week on a patch of ice outside the library (a light out in the parking lot and a dip in the walk way had iced up), she was unable to provide us with the monthly reports (Adult Services, YA Services, Children's Services, Technical Services, ILL Activity - **\*These reports were reviewed and approved at the February meeting**).

**Unfinished Business -**

**Board of Trustee Vacancy** – Carolyn Thompson's term is up. Karen Baillargeon has filed the necessary paperwork to have her name placed on the March ballot for the open Library Trustee position. She brings many talents with her and will be a great asset to the Board of Trustees.

**Staff Performance Reviews** – The performance appraisal form for non-contractual employees was reviewed and edited. A timeline for completing performance reviews as well as contracts was created. Prior to March 10, 2015 all reviews for non-contracted library staff must be completed. If budget passes, raises as determined by budget and performance rating can go into effect. If budget does not pass, BOT will have to determine if they can find money for cost of living raises. *\*For this year, as long as an employee receives a rating of 2 or better, she/he will be upgraded to Step 1 of the pay matrix.*

**Holiday calendar for 2015** - After much discussion, the policy for holiday closings will be reviewed in 2015. For 2015, the library will be open on Wednesday, November 11<sup>th</sup>. Various programs will be provided for all ages that day honoring our local veterans.

**Snow Closings** – The Director will determine if the building needs to close early, delay opening or close for the entire day. The library will no longer simply follow the school district. After considering

the weather and consulting with the town offices regarding the state of the parking lot and walkways, a determination will be made. Closings will be posted on the Library website, Library FaceBook page, and Pelham Bulletin Board.

## **Adult Services Report for December 2014**

### ***Programming***

#### **Recreational Programming**

For the Holiday Session, Adult Services participated in two programs early in the month:

- Holiday Tree Lighting Ceremony (**RECORD Turnout: 108+ patrons!**)
- Family Craft Night

The library also offered (2) 'Library Hour' visits to the Pelham Senior Center.

### ***Collection Development***

#### **New Purchase Orders**

This month, Adult Services added the following materials:

- 56 new fiction and non-fiction titles to our print collection
- 10 new Large Print titles to our print collection
- 12 new DVDs to our video collection

Adult Services completed the ongoing Fiction Weeding project, clearing way for new titles in 2015. They are continuing with Reference & Non-Fiction Weeding, with the aim of opening up more room in the Non-Fiction section as they convert more resources from print to digital.

#### **New Displays**

In December, Adult Services created four new materials displays to enhance circulation, including:

- Cozy Up with Warm Winter Reads (Fiction)
- ASPCA Donation Drive – Pets! (Non-Fiction)
- Christmas and Other Holiday Crafts/Cooking(Non-Fiction)
- Holiday Movies (DVDs)

**Circulation totals for December are 7% higher than last year!**

**Interlibrary Loan Statistics: Loaned 69; Borrowed 42**

***2014 Totals: 846 Loaned; 540 Borrowed***

### **December 2014 KOHA Collection Statistics:**

Acquisitions = **273**; Withdrawals (*status changed*) = **178**; Processing Donations = **11.5 hrs.**

## **YA Monthly Report December 2014**

*All December events for young adults were funded by FLIP. Due to a \$100.00 grant of funds from FLIP, each of these programs featured wonderful holiday touches and plenty of supplies for all teen patrons in attendance.*

-Anime Club (12/3; 11) – 11 teens met up at the beginning of December to gather together to discuss their favorite manga, watch anime based off of a new, and popular, manga to our collection by the title of *Fairy Tail*, and complete the planning of the following week's holiday party.

-Anime Club Holiday Party (12/10; 9) – For the last Anime Club meeting of 2014, 9 teens gathered together to play games, listen to music, enter in to a holiday themed raffle, enjoy snacks provided by the library as well as some of the members of the club, and reflect back on the past four months of meetings. This year has seen many new members to the club that have helped frame the group along with the ever-growing, and perpetually circulating, young adult manga collection. The meeting concluded with a decision on the date for this spring's second annual library anime convention Toshicon taking place Saturday March 21<sup>st</sup>.

-Teen Advisory Group (12/2; 13) – For TAG's first meeting of December, the teens completed the set-up of the Lowell Humane Society Donation box, the library amnesty Food Pantry of Pelham donation box, voted on the holiday movie to be shown at the "Hot Chocolate and Holiday Movie Night," and completed the planning of their own Yankee-swap based holiday party that would take place on the 17<sup>th</sup> of December. In addition, club members decorated the library for the holidays and put up the PPL's Reading Room Christmas tree in time for the Bell Choir program taking place the following evening.

-Teen Advisory Group (12/15; 14) – For the second meeting of the month, 14 members of TAG met to create festive centerpieces for the Senior Center's annual Christmas Party. TAG members carefully assembled cranberry and pine in mason jars for the event – much to the delight of the Senior Center. This marks the second craft TAG has completed for the Center in 2014 with many more similar programs expected to take place in 2015.

-Teen Advisory Group Yankee Swap Holiday Party (12/17; 16) – To close out the year for TAG, 16 teens met to hold their own holiday party to celebrate the past four months of hard-work and community outreach. This year the teens decided to have a Yankee-swap themed gathering coupled with a gingerbread house activity, holiday music, and looking forward to a new year of programs to host.

-Hot Chocolate and Holiday Movie Night (12/9; 29) – The first movie night hosted at the PPL also saw the highest attendance to an event taking place in the latter half of 2014. 29 teens came together for a screening of the holiday film *Elf* and enjoyed hot chocolate and popcorn throughout the screening. For this event, admission was a canned good or non-perishable food item. As such, we collected 30 items that were then donated to the Food Pantry of Pelham in time for the holidays.

-Polar Express (12/18; 100) – This annual holiday library favorite saw 100 patrons join Miss Debbie for a journey on the fictitious Polar Express to the North Pole. 5 teens, members of TAG as high school volunteers, helped put the event together and played as elves keeping the many young patrons visiting Miss Debbie and Santa Claus entertained while providing cookies and hot chocolate for all. The help of the library's avid teen volunteers always helps to keep events running smoothly.

-Lowell Humane Society Donation Box - throughout the month of December, TAG hosted a donation box for the Lowell Humane Society. In total, the box accumulated 15 donations – much to the delight of the LHS who reached out via Instagram to the PPL to thank the teens for their efforts.

-Library Card Amnesty – In total, 3 patrons donated items and subsequently received new library cards free of cost. These items have been donated to the Food Pantry of Pelham in time for the holidays.

## **Children's Report December 2014**

### **Highlights for December:**

**A very busy month through the library. Lots of family centric, fun activities planned for all ages!  
Story hour intercession of 5 weeks- "Holidays and Happy Times"**

- **Annual Tree Lighting and Bell Choir Event-** Over 100 people in attendance. Hot cocoa provided by Hannafords and goodies by FLIP volunteer bakers. Bell Choir performance was very magical and thoroughly enjoyed by all!
- **Family Craft Night-** Funded by FLIP. Children decorated mugs with reindeer using special markers and acrylics. We had some very creative uses of these art supplies!
- **Daddy and Donuts –** 18 attendees who enjoyed stories, songs and crafts about Christmas. Funding for this very popular program was just funded for the winter and spring session by FLIP.
- **Polar Express Event-** A well-attended event with 100+ on the "train" in the Reading Room of the library. The children, many of whom came dressed in their pajamas, excitedly listened to this iconic Christmas story as they sipped hot cocoa and ate cookies. After the story and songs, Santa popped in at the Pelham Library. Santa was played by long time library supporter, and FLIP member- Ray Graham. He rose to the occasion and entertained the children with photo opps and discussions of their Christmas wishes for over an hour! Once again, this event was possible because of the teen TAG volunteers. Five students donated their time for this evening event and did a great job ushering the kids onto the train, doling out the cocoa and cookies, and then walking around chatting with the little ones as they waited for their time with Santa.

### **New Business**

NH Humanities Council Grant Performer Mileage – Lori Adams made a motion to approve a check in the amount of \$43.50 from the General Fund for mileage reimbursement made payable to Anne McClellan, seconded by Darlene Michaud. Motion approved 5-0-0. A grant was received in the amount of \$250 from the NHHC for the program and a check for this amount will be made payable to Ann McClellan for her presentation.

The Pelham Library received a grant from the New Hampshire Humanities Council (NHHC) to present (Not So) Elementary, My Dear Watson, a program about the invariable popularity of Sir Arthur Conan Doyle's famed detective, Sherlock Holmes. (Not So) Elementary, My Dear Watson will be presented at the Pelham Library on Tuesday, January 27<sup>th</sup> at 6:00PM. Professor Ann McClellan will lead a public discussion on the persistent popularity of literature's favorite Sherlock Holesms.

FLIP - The Friends of the Library are finalizing the details for their April Murder Mystery Gala. Murder in the Stacks – April 10, 2015.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) personnel was made at 8:13 PM by Lori Adams, seconded by Carolyn Thompson. Vote in favor 5-0-0.

Roll call: Lori Adams – yes; Cindy McGhee – yes; Carolyn Thompson – yes; Darlene Michaud – yes; Rose Ann Cares – yes; Irja Finn – yes.

Lori Adams made a motion to exit non-public session at 8:28 PM, seconded by Carolyn. Motion approved 5-0-0.

Roll call: Lori Adams – yes; Cindy McGhee – yes; Carolyn Thompson – yes; Darlene Michaud – yes; Rose Ann Cares – yes; Irja Finn – yes

Carolyn Thompson made a motion to seal the Non-Public Minutes, seconded by Lori Adams. Motion approved 5-0-0.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:30 PM.

Next Public Meeting: February 25, 2015 at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson, Secretary  
Board of Trustees