

**Board of Trustees
Pelham Public Library
Draft July 18, 2012 Meeting Minutes
Approved as amended August 15, 2012 meeting**

Call to Order:

The meeting was called to order by Doug Fyffe at 6:35 pm.

Members present:

Diane Chubb; Susan Snide; Doug Fyffe; Carolyn Thompson

Others present:

Corinne Chronopoulos, Director

Carol Roberts, Interim Director

Debbie Laffond, Children's Librarian

Approval of Agenda:

Doug asked to add the Construction Offer to the Agenda. A motion to accept the agenda as amended was made Susan Snide, seconded by Carolyn Thompson. Motion passes 4-0-0.

Secretary's report:

The minutes for the June 20, 2012 meeting were reviewed. Information regarding the Lego grant was added to the minutes to clarify that she was instructed to prepare the third grant. Information was also added regarding payment of the grantwriter. Motion to accept the minutes as revised was made by Carolyn Thompson, seconded by Doug Fyffe. Motion passes 4-0-0.

Treasurer's report:

As the May Treasurer's report was not reviewed at the June meeting, the Trustees reviewed it this month.

For May:

The beginning balance of the trustees' bank account was \$19,404.10.

Deposits of \$1,402.75 were made in May.

Expenditures of \$218.94 were made during the month.

The end of the month balance in the account was \$20,587.91.

Doug Fyffe made a motion to accept the May Treasurer's Report, seconded by Diane Chubb. Vote in favor 4-0-0.

For June:

The beginning balance of the trustees' bank account was \$20,587.91.

Deposits of \$ 519.56 were made in June.
Expenditures of \$1,775.00 were made during the month.
The end of the month balance in the account was \$19,332.47.

The grantwriter Carolyn Singer was paid through the book sales line item in the trustee account, because that is the only place where the funds could originate. Carolyn Singer was paid \$1025.00.

The KBA grant includes a requirement that the library contribute to a certain portion of the expense for the program. Debbie Laffond figures that \$100 should be sufficient. The money will come from the library budget.

Doug Fyffe made a motion to accept the June Treasurer's Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Interim Director Report:

ILS analysis: Carol has continued to review possible integrated library systems.

Friends Group: Carol has been working with the Friends of the Library treasurer Adele Cerri to make sure that all of the proper documentation is in place.

Grant information: Carol has consolidated all of the grant information for future use.

Diane Chubb made a motion to accept the Interim Director Report, seconded by Susan Snide. Vote in favor 4-0-0.

Director Report:

Need for Interim Director: Corinne and Carol have been working toward phasing out the need for an interim. They propose that starting next week, Carol will decrease her hours.

Mid-year Budget Wrap-up: Corinne prepared a report that reflects where the library stands with respect to the budget, the funds spent and the funds remaining. She has proposed the following to pay outstanding bills:

- To be purchased using Fines and Fees fund:
- NH downloadable books \$2,200
- Britannica Online Public Library \$580.37
- non-fiction order \$800
- August Children's Book order \$500
- replacing lost DVDs and books \$568.26 (using balance of Lost and replaced fund)
- TOTAL: \$4,100.37 from Fines and Fees
- \$568.26 from Lost and Replaced account

Carolyn Thompson made a motion to approve the purchase of the listed materials from the Fines and Fees account and Lost and Replaced fund, seconded by Susan Snide. Vote in favor 4-0-0.

Corinne also made the following request:

To be purchased using trust funds:

- \$1,000 for new computer for Debbie's office
- \$500 for new staff chairs

Diane asked why were not using the money from the budget that was specifically for this purpose. Susan mentioned that Town Hall is replacing a number of computers and one may be available for Debbie.

The same argument was made regarding the chairs. The money should not come from trust funds, but should instead, be taken from a budget line item – namely supplies. The trustees authorized Corinne to expend the funds from the budget for the listed items.

Young Adult Gaming Proposal:

Debbie Laffond is proposing a young adult gaming area to meet the needs of this fast growing population of Library users. The library consistently has 15-30 students in the library every day after school. There have been many requests for gaming events and circulating games.

Debbie has prepared a proposal for a teen area that will include the following:

Panasonic VIERA 42" tv
TV Screen Protector
TV screen projector
Cheetah Wall mount
xBox 360 Console
Xbox Security Kit Lockdown
Kinect Sensor with Kinect adventures
Kinect Sports
Just dance 3
Fifa Soccer 12
Gaming Rocker
5x7 rug
small table with port holes for XBox

Total Cost: \$1,760.35

The cost for this area could potentially come from the Director's Grant, which has a balance of \$1,429.40.

The remainder of the funds would come from the Fines and Fees Account - \$330.95.

Diane asked about responsibility for the system - the tv, the games and the accessories. Debbie responded that games would be checked out by people using their library card and that patron is ultimately responsible for its use.

The area will be governed by the Library Rules of Conduct and the Teen Room Code of Conduct. Diane asked about the proposed policies and rules for how the area would operate. Corinne and Debbie have done research and determined that it is better of the teens using the area are "self-governing."

The goal for the future is to create an area where people could donate and borrow games.

Diane cautioned that some residents might not appreciate that the library is asking for an increase in its budget while at the same time, expending funds on gaming. She said that it should be made very clear that the funds for the project are from a grant and not taxpayer funded.

Doug Fyffe made a motion to approve the purchase of the listed materials from the Director's grant, seconded by Susan Snide. Diane Chubb voted no. Vote in favor 3-1-0.

2013 Budget:

Pursuant to the discussion from the June meeting, Corinne has made changes to the proposed budget report to more accurately reflects the changes to the budget.

Corinne is presenting to the Board of Selectmen on August 14, 2012. At least one trustee will be present.

Diane asked if Corinne had reached out to the Budget Committee. She said that she was not able to reach Larry Hall to discuss the proposed budget but would ask him for the next meeting . Diane suggested contacting Bill McDevitt to get in touch with Mr. Hall.

New Equipment. Corinne had removed the line item for replacement computers from the budget. Diane argued that the line for replacement computers should remain in place. The purpose is to replace any computers necessary during the course of the year that would not otherwise be covered by the Technology Plan. As a result, the budget for this particular line item will increase by \$2,500 because of the addition of the new Automated Library System Updates.

Legal: The trustees asked Corinne to add a line item for legal services at \$1,000. This allows the trustees to retain an attorney for legal matters as they arise.

This brings the total budget request to \$235,947. This is an increase \$5,691.00 from 2012.

Xerox machine: The cash box is now working. However, the lease is not renegotiable. Adding scanning and other services will increase the monthly bill from \$79.74 to \$142.10. Corinne will find out how much to buy the machine with the kit added, and attempt to negotiate service into the upgraded agreement.

Friends of the Library: An initial meeting was held on July 10. Gloria Walsh agreed to canvass for donations, and there is someone interested in being membership coordinator. The next meeting needs to be scheduled.

NASA Grant: The NASA grant was accepted, and a check will be received shortly. Debbie Laffond and Corinne will be planning a First Lego club, and are soliciting possible coaches and students.

Adult Services: 108 applications were received for this position, 15 of which have had telephone interviews. Corinne has identified four candidates for interviews. They will meet with Corinne for 30 minutes, the team for 10 minutes and then the trustees for a final interview. Corinne set dates for the candidates to meet with the trustees.

Annual reviews: Corinne indicated that she will complete reviews in August.

Doug Fyffe made a motion to accept the Director Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Children's Librarian report:

Summer Reading Program: The first three weeks of June were spent putting final the SRP for 2012- "Dream Big- Read!" Registration began Monday, June 18th here in the library with the start of "Popsicle Week". This year, for the first time, we also have an on-line registration which many families used and appreciated. Registration remains open throughout the entire program. Currently, 267 children registered for the SRP.

SRP Kick-off: On Wednesday evening, June 27th the first "Summer Concert on the Green" took place and was dedicated to the Summer Reading Program. The Cocabanana Band played, and all who had registered for the summer reading program were treated to an ice cream sundae!

Teen Programs: Two programs were offered for teens in June. One was an End-of Year party for the TAG and the other was an "Ice Cream to Read". The teens who participated in the ice cream event earned this treat by logging in with Lori the number of pages they read over a certain time period. This type of program continues to be popular with the teens. This time there were 15 teens who participated and they read a combined 5000 pages.

Teen Summer Reading Program: 18 kids have registered for "Own the Night," a new teen summer reading program. As the registrants read, they log on to the library web site with their name for every

100 pages read. Each week Lori chooses a winner who receives a book bag with a Chunky's movie pass, a few books, candy and a water bottle.

Volunteers: 8 volunteers provided 41 hours of time to the Children's Department.

Diane Chubb made a motion to accept the Children's Librarian Report, seconded by Susan Snide. Vote in favor 4-0-0.

New Business:

Construction Offer:

Doug prepared copies of the proposal for the construction work to be done for the Molly Hobbs room doors and Debbie's office. He has the contract with to be signed. Diane suggested that the contract be presented to Tom Gaydos for his approval or review by town counsel, as the library is a town building. Work is likely to begin August 14 or so.

Diane Chubb made a motion to accept the proposal as set forth describing the work to be completed, pending sending the contract to Tom Gaydos for his approval and/or town counsel's approval. The money to be expended would be from the fund that the town recently voted to use for the construction. Seconded by Doug Fyffe. Vote in favor 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by the Chair, Doug Fyffe, at 9:08PM.

Next Public Meeting:

Wednesday, August 15, 2012

6:30 pm

Pelham Public Library

Respectfully submitted,

Diane M. Chubb

Secretary

Board of Trustees