

Board of Trustees
Pelham Public Library
Draft June 19, 2013 Meeting Minutes
(To be approved at the June 17, 2013 meeting)

Call to Order: The meeting was called to order by Carolyn Thompson at 6:07 PM.

Members present: Susan Snide, Carolyn Thompson, Lori Adams, Robert Atwood, Angela Hinkle

Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion was made to accept the agenda with amendments to remove Committee Reports and Grant Writer Reports, add iPad circulation to the New Business section, and to change the meeting times on the document from 6:30 to 6:00. The motion was made by Carolyn Thompson and seconded by Susan Snide. Motion passes 5-0-0.

Secretary's report:

The minutes for the May 19, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Carolyn Thompson, seconded by Robert Atwood. Motion passes 5-0-0.

Treasurer's report:

The May 2013 Treasurer's report was reviewed.

For May:

The beginning balance of the trustees' bank account was \$9,032.41.

Deposits of \$791.50 were made in May.

Expenditures of \$283.29 were made during the month.

The end of the month balance in the account was \$9,540.62.

Carolyn Thompson made a motion to accept the May Treasurer's Report, seconded by Angela Hinkle. Vote in favor 5-0-0.

Director's Report:

The May Director's report was reviewed.

Budget: The annual budget will be presented to the Board Of Selectmen on August 13, 2013.

Building/Equipment Maintenance:

A painter has not yet been chosen. Corine is waiting for recommendations from Town Hall.

The highway department picked them up and delivered to the library the Cub Scout-constructed picnic tables. Corinne will talk to Brian, from Parks and Recreation, regarding winter storage.

The garden has been planted, although the patron turnout was lower than hoped for. Annie, Debbie, Lucie, Corinne, and the Duquette family assisted in the installation. Lucie created a public Google Calendar to facilitate a watering schedule. The staff is hoping that more volunteers step forward.

The floors and windows had their annual cleaning on June 1st.

FLIP: Old Home Day was discussed at the June 11 FLIP meeting. They will have a table at Old Home Day, and the library staff will help out from 11-3pm to sign up people for library cards. FLIP funded the new YA Librarian's programs up to \$200 for the summer. FLIP also received the Wal-Mart grant Lucie and I applied for! Marc Duquette will be reimbursed for his expenses for the garden. The next book sale is scheduled for October 5, 2013.

Programs/Resources:

One hundred and one community votes were entered to help support the application to the Digital Media Learning Lab. Winners will be announced in early July.

Three businesses sponsors (True Value, Pelham Funeral Home, and Attorney David Groff) have come forward for Pelham Reads, and the website is up. Mini-libraries will be placed July 1. The Board brainstormed possible locals for placement of the mini-libraries.

An application for the Summer of Innovation grant was submitted to fund a FLL team. Funding is announced in early July.

Outreach:

The library is partnering with the VFW on a book event on November 5, and marketing has begun on the blog. Richard Rubin, author of the The Last of the Doughboys, will be speaking about his book which revolves around interviews with surviving World War 1 veterans. A location has yet to be chosen for the event. The library will be paying \$100 for the speaker, as the well as the cost of his hotel room and mileage.

Corinne reached out to the CERT-MRC group, and the library will be helping spread the word about this community group by distributing newsletters and posting notices on the website. The library will host a Teen CERT event in the fall.

Staff Updates:

Staff office spaces have been reworked and all are pleased with the outcome.

Kevin is busy planning Summer Reading programs for teens and seems to be fitting in well. The teens like him very much. He has met all expectations thus far.

Victor will keep the internet filter in place, will build an SSID network for the library, and put the Board's requested message in place.

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

Adult Services Librarian Report:

Programming:

Anime Club members met on the 13 to create their own manga/comic book. They developed a short story board in preparation for illustrating the scenes at the next meeting. Annie is interested in arranging for an artist to speak with them about their creative process.

The Idle Hands Craft Group met on the 16th to create trivets and coasters with recycled wine corks. There was a wide generational representation, from college-aged to senior crafters.

The showcase of art by the Pelham High School Honors art classes also occurred in May. Over thirty pieces of original paintings and ceramics were displayed throughout the library. On the 23rd, a reception was held so that the public could come and meet the students whose work had won state and national awards. The reception was extremely well attended,

and patrons were amazed at the quality work. The library would like to continue collaborating with teachers Mike Norton and Casey Locke; hopefully the month of May will continue to be a month to showcase the art of Pelham students.

Spring technology training courses wrapped up, including a series of advanced Word and Excel courses, which were very successful. Topics covered included advanced formulas, table of contents, section and page breaks, and styles. Technology classes will resume in September, but one-on-one sessions will continue.

The Raspberry Pi/OPAC terminal for the children's and YA area is still ongoing. The Technical Honor Society representative will be contacting the library regarding students interested in this project. All materials for this project are on hand.

The MailChimp newsletter system allowed library to successfully send their first monthly newsletter outlining the many events upcoming in June, from Summer Reading kickoff to the June 20 drop-in craft/Idle Hands Craft Group meeting to decorate rocks that will be placed around our new community garden. Appropriate newsletters development will continue for the different clubs and groups that meet within the library, ensuring that we will be able to provide professional, eye catching updates to encourage participation in library events.

Setup for Pelham Reads is nearly complete. Richard Koch built four "mini-libraries" that will be installed around town to house copies of August Gale that people can pick up and return as they wish. Local author, Barbara Walsh, has collaborated throughout this process, and final preparations are in the works for this event, which will kick off in July.

Upcoming Programs:

(Scrabble and Knit groups meet weekly)

June 6: Bird Watching in New Hampshire

June 10: Anime Club

June 11: Library Hour

June 18: Book Club – Cannery Row

June 20: Craft for Community – Idle Hands Craft Group

June 26: Library Hour

Children's Services Librarian Report:

The theme for the month of May was "Goodbye for Now" as regular story times come to a close. Favorite stories and songs were revisited, as were popular crafts. The second week, brought appropriate stories and card and gift making related to Mother's Day, ending with a discussion revolved around what mothers do for their children and how much they should be appreciated.

Approximately 45 children and their families showed up for the May Drop-In Craft, which was to make a Tin Can Treat for Mother's Day. TAG kids were helpful in assisting with this project.

Tuesdays with Stories, our elementary age book group, met for the last time during this school year. They chose books about Moms, and they decorated tee shirts to give to their Moms as a thank you for bringing them to Book Group each month. The program will be continued in the fall.

A teacher and aides visited from Memorial Middle School for a tour of the library and a Scavenger Hunt. The group may participate in the summer reading program as regular weekly visitors.

The "Plant a Row for the Hungry" garden program began on Tuesday, May 7. About 25 Pelham children and adults learned how to contribute their extra produce to the Pelham Food Pantry. Each participant received a vegetable plant, an informational packet, and talked about library's raised bed garden project. Marc Duquette, a Pelham garden expert, talked about gardening with the kids, answering any specific questions from attendees.

Upcoming Events for June, 2013:

Saturday, June 1st – Daddy and Donuts Story Time- final program until the fall

Friday, June 3rd- Class visit from Middle School

Tuesday, May 7th - "Tuesdays with Stories" Children's Book Group

Tuesday, May 7th - "Plant a Row for the Hungry" gardening program

Wednesday, May 8th - TAG Meeting

Thursday, May 9th- Mother's Day Drop-In Craft

Monday, May 13th - Teen Anime Club

Tuesday, May 14th - "Tuesdays with Stories" Children's Book Group

Thursday, May 30th- Garden Build

Carolyn Thompson made a motion to accept the Adult Services & Children's Services Report, seconded by Angela Hinkle. Vote in favor 5-0-0.

Unfinished Business:

Long term plan plans were tabled until the fall.

New Business

Corinne spoke to Cindy, from the town offices, regarding a library credit card. The library cannot have its own card, because its accounts are tied to the town tax ID, which is a liability to the town. A debit card is also not an option, due to the fact that the library has a money market account. However, Cindy said the library can use the Hannaford card for refreshments, and can also set up petty cash with municipal funds. The board voted to take petty cash from municipal, as this will reduce many of the individual reimbursements for employees. Corinne suggested an amount of \$250.00. Carolyn Thompson made a motion to accept the proposal, seconded by Susan Snide. Vote in favor 5-0-0.

Annie is interested in purchasing a typewriter painting that was exhibited at the library to hang in the YA section. The proposed \$150 cost would come out of the fines and fees funds (used for equipment/furnishings). Carolyn Thompson made a motion to purchase the painting, seconded by Angela Hinkle. Vote in favor 5-0-0.

The Capital Improvements Plan has been submitted, and no questions have arisen, as of yet.

Mary Hammer would like to build a freestanding pergola (once she has the materials together) as a Girl Scout project. She will go in front of Board of Selectmen to discuss her plans. Many of her family members are in construction, so she will have support.

Corinne asked the Board to approve the addition of the iPads to the electronic device contract, so the library may begin circulation of one iPad for adults. The device would be lent to qualified patrons as other devices are, for a two-week period. Corinne is planning on purchasing three more iPads in the near future. Carolyn Thompson made a motion to approve the addition of the iPad to the device contract, seconded by Lori Adams. Vote in favor 5-0-0.

Lori presented information from the recent trustee conference she and Carolyn attended recently. One of the workshops revolved around programming. Ideas such as reaching out to local English classes, hosting an antiques roadshow (a possible FLIP fundraiser), developing a cafe atmosphere, and adding interesting items to circulate (such as camping tents or novelty cake pans). The second workshop was on how to win support during voting. Many ideas were presented, like stressing the library is an educational partner and an economic development engine (due to unemployment and job research assistance. In addition, the library is a social leveler, making technology and knowledge accessible to all. Strategies were given, including walking the town (door to door), creating informative leaflets, and avoiding pleas that sound whiny or demanding. They also attended a workshop on employee performance reviews, emphasizing that strict policies should be in place to ensure reviews occur on a regular basis and are coupled with job descriptions. Honest documentation was noted to be especially important during this process. While at the conference, Lori spoke to an attorney specializing in intellectual freedom, and she was told the library can't prevent people from getting access to info in any way.

Victor will be emailed to determine when the prescribed message for the internet filter will be in place.

Budget

Corinne will go before the Board of Selectmen on August 13. She received message from Mr. Gaydos that the library should use the default budget. Corinne presented a spreadsheet comparing the salaries of Pelham Library employees versus those from other towns. Based on this presentation, the Board would like to move the budget upwards in small increments to make the employee salaries more competitive. We currently have a very talented and dedicated staff that we would hate to lose.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:28 PM, seconded by Lori Adams. Vote in favor 5-0-0.

Next Public Meeting: Wednesday, July 17, 2013 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Angela Hinkle
Angela Hinkle
Secretary, Board of Trustees