

Board of Trustees  
Pelham Public Library  
June 18, 2014 Meeting Minutes **DRAFT**

Call to Order: The meeting was called to order by Lori Adams at 6:00 PM.

Members present: Carolyn Thompson, Lori Adams, Rose Ann Cares, Cindy McGhee

Others present: Debbie Laffond, Children's Librarian; Carol Roberts, Interim Director; Dan Guimond, Budget Committee Chair; Dave Cate, Budget Committee Vice Chair

**Library Budget 2015 Proposal Review:** Two members of the Budget Committee, Dan Guimond and Dave Cate, reviewed the proposed 2015 library budget and provided the trustees with recommendations.

**YA Positon:** Debbie Laffond, Children's Librarian requested approval of the Young Adult Library Assistant job description prior to posting the job notice. A motion to accept the job posting as amended was made by Carolyn Thompson and seconded by Lori Adams. Motion approved 4-0-0. Job will be posted on Nais, MBLC as well as other job listing sites. Deadline for accepting job applications will be July 14, 2014 with hopes to having a new YA Assistant Librarian in place prior to the start of the new school year.

**Approval of Agenda:**

A motion to accept the agenda as amended was made by Carolyn Thompson and seconded by Lori Adams. Motion approved 4-0-0.

**Secretary's report:**

The minutes for the May 21, 2014 meeting were reviewed. A motion to accept the minutes was made by Lori Adams, seconded by Rose Ann Cares. Motion approved 4-0-0.

**Treasurer's report:**

The May, 2014 Treasurer's report was reviewed.

For May:

The beginning balance of the trustees' bank account was \$ 11,115.64

Deposits of \$ 2047.92 were made in May.

Expenditures of \$ 1,260.61 were made during the month.

The end of the month balance in the account was \$ 11,902.95

Lori Adams made a motion to accept the May Treasurer's Report, seconded by Carolyn Thompson. Motion approved 4-0-0.

Trust Fund Request – Lori Adams noted that a motion was approved 5-0-0 at the May 26, 2014 Nonpublic Trustee Meeting for the withdrawal of \$6500 from Trustee Funds for services to be provided by Municipal Resources, Inc. for the recruitment of a new Library Director.

Children's Garden - Cindy McGhee made a motion to approve a check in the amount of \$69.39 to be paid to Debbie Laffond and \$40.42 to be paid to Corinne Chronopoulos out of the Children's Garden Donations Fund for reimbursement for the purchase of garden supplies, seconded by Lori Adams. Motion approved 4-0-0.

Invoices Approval – Lori Adams made a motion to approve a check in the amount of \$765 paid from Fines and Fees account to be paid to the NH Department of Corrections for labor costs to reupholster 17 chairs. Request for reupholstering was approved at the March 19, 2014 meeting; seconded by Rose Ann Cares. Motion approved 4-0-0.

Carolyn Thompson made a motion to approve a check in the amount of \$1,727 paid from Fines and Fees account to be paid to Tucker Library Interiors. Cost for shelves and installation in the children's area was approved at the April 16, 2014 meeting; seconded by Lori Adams. Motion approved 4-0-0.

### **Director's report:**

#### **Building/Administrative:**

**Chairs** – The chairs have been reupholstered and will be picked up Corinne at the NH Department of Correction by the end of June and delivered by her to the library.

**Building Maintenance Plan** – Carol Roberts will submit a service ticket to have lightbulbs replaced in the emergency lighting outlets. She will also submit a request to have the vestibule flooring looked at and replaced.

Family bathroom upstairs – complaints of odors from changing table.

**Budget:** Adjustments to the budget have been made and will be resubmitted.

Lori Adams made a motion to accept the Director's Report, seconded by Carolyn Thompson. Motion approved 5-0-0.

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

**Programming:** The highlight for May was Roger Tetreault's "Hiking the Appalachian Trail" lecture and slideshow. Forty-three patrons attended the presentation, including local Boy Scout Troop 610. Patrons stayed afterwards in order to speak with him about his experience.

The Friends of the Library held their first-ever 'Clothing Swap' event and it was a success with 12 patrons participating.

Annie Seiler introduced Rebecca Crockett to the Library Hour at the Senior Center and she was able to meet staff as well as the seniors there for lunch.

Upcoming programs - *Founding Fathers* – What Were They Thinking? Program will be presented by Professor Dick Hesse on Thursday, June 19<sup>th</sup>.

Adult Summer Reading Program – Begins on June 25<sup>th</sup>. The program will revolve around the theme "Literacy Elements" where patrons can read books from different elements on the periodic table of reading.

**Adult Services Statistical Data** May 2014 – Registered Patrons 5749; Circulation: checkouts 2966; renewals 847; Reserves 168; NH Downloadable Books circulation 660; Reference Questions: Research Help 162; Computer Help 64; NH Downloadable Books 10; Faxes 28; Job Help 4; Museum Passes Loaned 32; Online Database Usage: Ancestry 6973 inquiries; Britannica 2; Ebsco Searches 116.

KOHA Collection Statistics: Acquisitions 205; Withdrawn items 443; Donation Sorting 1.5 hours.

### **YA Monthly Report**

YA Programs offered: 4; YA Program Attendance: 45; YA volunteer hours: 7; volunteers: 3; YA computer usage 158; XBOX Usage: 26 teens.

TAG Warp Party – 11 teens attended the end of the school year wrap party for TAG. Everyone shared their thoughts on what worked and what didn't. The group remains committed to volunteer opportunities and would like more of a voice in planning teen programming.

Anime Club – 17 teens met twice during May to discuss current manga trends and how the library may continue to develop our collection.

Teen Spa Day – 17 teens attended the 'Natural Beauty Workshop' and had fun making facial masks, salt scrubs and bath salts.

Teen Summer Reading Program – Kickoff Event: Ice Cream Laboratory will be held on June 29<sup>th</sup>.

### **Children's Services Report**

Children's Area Reference Transactions: 153; Story Times offered: 4; Molly Hobbs Program Attendance (children & adults): 260; Use of Molly Hobbs Room (includes all program usage) 16. Children Special programs offered in May 3.

Summer Reading Program Schedule: Preschoolers "Lab Assistants" ages 3-4 Tuesday Mornings 10:00 – 11:00 am; School-agers "Lab Rats" ages 5-6 Wednesday Mornings 10:00 – 11:00 am; Olders "Mad Scientists" ages 7+ 11:00 Friday mornings. Summer story hours begin the week of June 24<sup>th</sup>.

Infant Toddler Play Time: A new library experience for children ages infant – 2 year olds. These children may visit the Molly Hobbs Room on Thursday afternoons from 2:00 pm – 4:00 pm to play, dance, and read. This is an unstructured play time; manipulative toys and other materials will be available.

Lori Adams made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 4-0-0.

### **Unfinished Business:**

Library Director Search – The Library Trustees are working with Municipal Resources, Inc (MRI). MRI has posted the job listing with a closing date of July 25<sup>th</sup>. All initial screenings, weekly feedback and background checks will also be provided by MRI. Lori Adams made a motion to increase the starting salary for a new Library Director to \$57K in order to be more competitive with surrounding and compatible communities; seconded by Rose Ann Cares. Motion approved 4-0-0.

Job Posting Advertisements - Lori Adams made a motion to approve up to \$150 from the General Account for posting on the ALA website; seconded by Cindy McGhee. Motion approved 4-0-0. Lori Adams also made a motion to approve up to \$60 from the General Account for posting on the Southern Connecticut State University site.

**New Business:**

Old Home Day Advertisement – Carolyn Thompson made a motion to approve a ½ page colored ad for the Old Home Day booklet up to \$120 from the General Fund; seconded by Rose Ann Cares. Motion approved 3-1-0. The ad and payment is due by July 19<sup>th</sup>. Ad will have Pelham Library Logo with a “Did You Know?” theme.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 7:35 PM.

Next Public Meeting: July 16 at 6:00 pm, Pelham Public Library

Respectfully submitted,

*Carolyn Thompson*

Carolyn Thompson  
Secretary, Board of Trustees