

Board of Trustees  
Pelham Public Library  
Draft March 14, 2012 Meeting Minutes  
(To be approved at the April 11, 2012 meeting)

Call to Order:

The meeting was called to order by Fran Garboski at 6:35 pm

Members present:

Fran Garboski, Diane Chubb; Susan Snide; Debbie Kruzel; Doug Fyffe; Carol Roberts, Interim Library Director

Others present:

Carolyn Thompson, Trustee Elect  
John Collins, Lowell Sun

Approval of Agenda:

Carol asked to include discussion of a donation to the Booster Club. Fran asked to include discussion of a letter from Mr. Phil Currier regarding the inheritance. A motion to accept the agenda as amended was made Susan Snide, seconded by Fran Garboski. Motion passes 5-0-0.

Secretary's Report: The minutes from the February 1, 2012 meeting were reviewed. A motion to accept the agenda as amended was made Doug Fyffe, seconded by Fran Garboski. Motion passes 5-0-0. The minutes from the non-public session on February 1, 2012 were reviewed. A motion to accept the agenda as amended was made Doug Fyffe, seconded by Susan Snide. Motion passes 5-0-0.

Treasurer's Report:

The revised financial report for January 2012 was reviewed.  
The beginning balance of the trustees' bank account was \$20,080.41.  
Deposits of \$706.40 were made in February.  
Expenditures of \$2,218.72 were made during the month.  
The end of month bank statement balance was \$18,568.09  
The end of the month balance in the account was \$18,568.89.

The revised financial report for February 2012 was reviewed.  
The beginning balance of the trustees' bank account was \$18,568.89.  
Deposits of \$367.50 were made in February.  
Expenditures of \$100.00 were made during the month.  
The end of month bank statement balance was \$18,835.59.  
The end of the month balance in the account was \$18,836.39.

ChThe difference of \$0.80 is because Check # 1412 was listed as for \$10, when in fact, it was for \$10.80. This explains the differences in the balances.

A motion to accept the January Treasurer's report was made Diane Chubb, seconded by Fran Garboski. Motion passes 5-0-0. A motion to accept the February Treasurer's report was

made Doug Fyffe, seconded by Deb Kruzel. Motion passes 5-0-0.

Director's Report: The Director's Report for February 2012 was reviewed.

#### Technology Training:

Corinne has surveyed the staff regarding their technology skills and will be working with staff members to bring them all up to speed regarding library technology, and giving them all one consistent approach to work with patrons. As of right now, the staff members are fairly proficient at using the library computers.

The trustees discussed the recent "Thumbs" items regarding staff knowledge of computers. The submissions seem to be originating from the same two people. No action will be taken.

#### Budget and Planning:

Susan, Lucie and Carol met with Cindy Kelly and Karen Snow (auditor) to discuss the need for a manifest and to being including packing lists with invoices.

We are now receiving weekly salary report from the Town's bookkeeper to better track spending and compare to each time period from the prior year.

#### Shifting Workload:

Corinne has delegated some of her work responsibilities so that she can focus on reference, technology training and programs. Lori Shalin is managing meeting rooms and museum passes. Lori will also take part in "me & My Shadow, a program offered through the NH State library system.

Juliana Gallo is creating the newsletter. Staff is requested to meet a deadline to submit for the publication.

#### Building Maintenance:

The trustees need to create a maintenance plan for internal maintenance of the building. Carol has started a list. Doug said that he has access to software that will help the trustees to develop a suitable plan.

The Molly Hobbs room was painted during the February school break.

The laser counter is still not working properly. The town has been called to have the electrical contractor take a look before calling the company. Fran Garboski cautioned to make sure that nothing is done that might void the warranty.

#### Grantwriter:

Carolyn Singer, the grantwriter, believes that we will have more success in applying for grants if it comes through the Friends of the Library. The trustees discussed the current status of the Friends of the Library, and the need for new board members.

The current grant proposal being considered is for provision of technology for all. The request would include laptops for public use as well as instruction time by an instructor. Classes would be offered on a regular basis.

Another area is trying to obtain funding for the library to remain open a third night each week. Right now, research shows that Friday nights are very popular with families, and could be billed as "family night at the library." The idea is to look for corporate sponsorship to fund 2 staff members from 5-8 pm each week.

Monthly statistics:

28 items were acquired during January, and 177 were withdrawn. 34 items were loaned through Interlibrary loan, and 32 items were borrowed.

Police incident:

Carol informed the trustees about an incident between two patrons on February 10, 2012. A police report was filed documenting the incident and it was ultimately resolved.

Susan Snide made a motion to accept the Director's report. Diane Chubb seconded the motion. Vote in favor 5-0-0.

Adult Services Report: The Adult Services Report for January was reviewed.

Computer Classes: Drop-in classes are available to patrons as well as formal classes on a monthly basis. All are taught by Corinne.

Book groups and lectures: There is growing interest in these programs. The Travel to China program was well-attended. More programs are being planned for the upcoming months.

Art Display: The Library is displaying photography created by the students in the Parks & Rec photograph class.

Library Coop meeting: The meeting featured discussion of programming and evaluation of programs, as well as general knowledge management.

Susan Snide made a motion to accept the January Adult Service's report. Diane Chubb seconded the motion. Vote in favor 5-0-0.

The Adult Services Report for February was reviewed.

Community Night: Corinne set up a table at Community Night in an effort to communicate to voters regarding the Library warrant article. Doug was able to join her to hand out flyers, newsletters and signing up people for library cards.

Reference Move: all of the reference materials on the low shelf from the first floor to the second floor. A new table has been moved into the reference area as well. Moved books are being refilled into non-fiction for circulation, which is in line with what other libraries are doing.

Friends: Corinne has revamped the Friends website, and there is now an online form for people to sign up. There is also a new Friend application and process. The goal is to revitalize the Friends group.

Susan Snide made a motion to accept the February Adult Service's report. Diane Chubb seconded the motion. Vote in favor 5-0-0.

## Children's Librarian Report:

The Children's Librarian's report for January was reviewed, as the month has just closed before the February 1 meeting.

Story Times: The story times in January focused on Fairy Tales. One of the crafts was a castle made of cereal squares.

TAG: Lori Shalin and the TAG group planned their upcoming Stuffed Animal Sleepover in March.

Great Stone Face Book Club: The group met with a group of homeschoolers also in attendance.

February Vacation Week: Super science fun is the theme, as Miss Debbie will have various science experiments for the kids, such as the Egg Drop, Mad Mixtures and Pow!.

Summer Reading Program: The theme will be "Dream Big, Read" and "Own the Night." The staff is already busy planning activities and programs.

CHILIS: Debbie Laffond and Lucie Gratton will be attending the CHILIS conference on March 8 in Manchester.

Volunteers: 7 volunteers provided 46.5 hours of service.

Diane Chubb made a motion to accept the January Children's Librarian report. Doug Fyffe seconded the motion. Vote in favor 5-0-0.

The Children's Report for February was reviewed.

Shelving in the Children's Area: All low shelving has now been installed in the Children's area. Teen volunteers put in the sweat equity needed to dismantle the large shelving in the Adult reference area and reassemble them upstairs. Our thanks to these great volunteers!

Story Time: Story time in February focused on My Friends, Family and Me and Valentine's Day. A drop-in Valentine craft was also available on February 13. 20 kids and family members participated.

Daddys and Donuts: Corinne, who is now working 2 Saturdays a month, led the gathering that is held for those dads that cannot always make regular story time programs during the week. The program is sponsored by the Friends group who provides funds for refreshments. Over 40 people attended!

Mad Science Programs: The programs held during winter break were well attended, with up to 40 kids each day. For less than \$90, the library provided a full week of science activities.

Summer Reading Program: With the help of Charlene Takasian, the Community Spirit group will be hosting the kick-off event for the summer reading program. The first band concert of the summer, which will be held on Wednesday June 27, will be dedicated to the SRP. The

group will again provide free ice cream sundaes to all who register for the SRP.

Volunteers: 10 volunteers logged 60 hours.

Diane Chubb made a motion to accept the January Children's Librarian report. Doug Fyffe seconded the motion. Vote in favor 5-0-0.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II [Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.] was made at 7:45 pm by Diane Chubb and seconded by Fran Garboski to discuss employment issues related to Robert Rice. Vote in favor 5-0-0.

Non-public session

Fran Garboski made a motion to exit non-public session at 10:04 pm, seconded by Doug Fyffe. Vote in favor 5-0-0.

Roll call: Fran Garboski – yes; Doug Fyffe – yes; Diane Chubb – yes; Susan Snide – yes; Debbie Kruzel – yes; Carolyn Thompson - yes.

Fran Garboski made a motion to seal the minutes of the non-public session, seconded by Doug Fyffe. Vote in favor 5-0-0.

Motion by Diane Chubb to make public minutes from nonpublic session held on December 14, 2011. Seconded by Fran Garboki. VOTE. 5-0-0 The aforementioned minutes shall be made public as follows:

Fran moved to reconsider Bob's resignation pending the opinion of town counsel and Deb Kruzel seconded. Vote in favor 5-0-0.

Bob Rice was invited to the meeting at 9:21. The trustees informed him of their decision, pending the opinion of town counsel.

Motion by Diane Chubb to make public minutes from nonpublic session held on November 28, 2011. Seconded by Fran Garboski VOTE in favor 5-0-0. The aforementioned minutes shall be made public as follows:

Bob Rice was invited into the meeting at 6:28 pm. With great sadness, his resignation was accepted by the trustees.

Given the late hour, and the number of issues remaining on the agenda, Diane Chubb made a motion to schedule a second meeting on Monday, March 19, 2012 at 7:00 pm to continue the trustee meeting. Seconded by Susan Snide. Vote in favor 5-0-0.

Public Meeting Adjourned: The meeting was adjourned by the Chair, Fran Garboski, at 10:20 PM.

Next Public Meeting:  
Monday, March 19, 2012  
7:00 pm  
Pelham Police Station  
Community Room

Respectfully submitted,

Diane M. Chubb  
Secretary  
Board of Trustees