

Board of Trustees
Pelham Public Library
March 20, 2013 Meeting Minutes

Call to Order: The meeting was called to order by Susan Snide at 5:55 PM.

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

Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion to accept the agenda as amended to change meeting time to 6:00 PM and add Pinnacle 1099 to Unfinished Business was made by Carolyn Thompson and seconded by Robert Atwood. Motion passes 4-0-0.

Secretary's report:

The minutes for the February 20, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Susan Snide, seconded by Lori Adams. Motion passes 4-0-0.

Treasurer's report:

The February 2013 Treasurer's report was reviewed.

For February:

The beginning balance of the trustees' bank account was \$ 11,256.61

Deposits of \$166.86 were made in February.

Expenditures of \$1,804.81 were made during the month.

The end of the month balance in the account was \$ 9,618.66

Carolyn Thompson made a motion to accept the February Treasurer's Report, seconded by Robert Atwood. Vote in favor 4-0-0.

Director's Report:

The February Director's report was reviewed.

Budget:

BOT reviewed current budget with default figures and quarterly report on expenditures. The impact of the proposed budget NOT passing was discussed. Without the increase in the salary line, the Library cannot maintain their current staff levels. Corinne brought to the table the idea of closing on Saturdays during the summer; the pros and cons of closing Saturdays were discussed.

Funds Request: There is a need to update the current travel book collection. Thirty-two titles have been identified; generally travel books are good for 3 years. This update would cost about \$700.

It was also proposed to update the Non-fiction H.W. Wilson text. It is a tool used when building and weeding the collection of non-fiction items. The cost for this update is \$420.

Susan Snide made a motion to disperse up to \$1120 from the Gage Trust Fund for the purchase of updated travel books and the updating of the Non-Fiction H.W. Wilson text, seconded by Robert Atwood. Vote in favor 4-0-0.

Integrated Library System Update: Koha will upgrade from 3.8 to 3.10 this month. Koha also makes it easy to be a Library on the go for checking out items and signing up patrons for library cards when the staff is out at Community Events.

FLIP- Friends of the Library: Book Sale is March 23rd.

At the last meeting, FLIP agreed to fund a new table for the Children's area, a Crafting Group for Adult Services and a laptop cart for the Library's new Mobile Tech Lab.

Programs/Resources:

Technology: Corinne and Debbie met with Holly Doe at PES to have a demo on the iPads and how they are being used in the schools.

The Mobile Tech Lab is in use. In addition to using these laptops for training, the Library hopes to begin circulation of the laptops in-house soon.

The Career Series is going well. A Job Strategy workshop and a Resume workshop were held this month. Corinne is working with the PEDC (Pelham Economic Development Committee) to provide professionals to conduct Mock Interviews with the participants. Lisa Landry and Chris Mader have agreed to help.

Outreach:

The Library Staff has been out in the community working with other groups. Debbie and Corinne attended Community Night at PES and signed up 10 families for Library Cards.

The Library is working with PHS Librarian to host a student book club. Books in Spanish were dropped off to the PMS Librarian and an online form was created for teachers to input student projects and assignments.

The Library is also working with the Parents of Children with Disabilities support group to plan a lecture and also to improve our collection for their needs.

Staff Updates:

Debbie Laffond was nominated as the NH Children's Librarian of the Year. She was presented with an award at the CHILIS conference. Much deserved recognition.

Susan Snide made a motion to accept the Director's Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Adult Services Librarian Report:

February was full of programs, technology classes, one-on-one instructional sessions, and outreach to the Senior Center. The first meeting of the Idle Hands Crafters Group went over well with five patrons attending. Four one-on-one computer instruction sessions were held to teach them the basics and the process of checking out eBooks from the New Hampshire Downloadables website. Four technology classes were held during February with a total of 21 people joining in to learn more about Microsoft Word and Excel.

The biggest event in February was the First Annual Friends of the Library Gala. Over sixty tickets were sold and an evening enjoyed by all who attended.

Upcoming and Ongoing Programs:

Scrabble and Knit groups meet weekly

Adult Book Club –March 26 @ 6:30pm: My Antonia by Willa Cather

For a listing of current events visit the Pelham Public Library website and click on events.

Robert Atwood made a motion to accept the Adult Services Librarian Report, seconded by Susan Snide. Vote in favor 4-0-0.

Children’s Librarian Report

The theme for the month of February was “Scientific Discoveries”. The theme was carried through to the February School Vacation activities. FLIP sponsored 2 Mad Science Programs; “Energy in Motion” for the 3-5 age group and “Electricity” for the 6+ age group. Both programs saw maximum attendance. Other activities for that week included Lego creations, Mucky Mixtures and Kitchen Science.

Marilyn’s “Daddy and Donuts Story Time” featured stories and crafts about Chinese New Year. Each child and daddy team created Chinese Lanterns and enjoyed fortune cookies. They were also given a coupon for a free book from the Book Sale shelf as their “Red Envelope” gift.

Drop-in Craft for February was a pottery workshop given by Debbie Grimard of Time to Clay in Nashua. This program was sponsored in part by the Friends of the Library; they contributed \$2 per patron. Each patron paid \$10 for a plate and instruction in painting using Valentine themes.

Tuesdays with stories is an elementary age book group. February’s theme was “It’s a Mystery”. After talking about a variety of mystery books, each child chose one for their February read. The well attended group also participated in a “Crime Scene” activity.

Susan Snide made a motion to accept the Children’s Librarian Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

YA Monthly Report

There were five Teen programs offered in February with over 57 teens and tweens participating in the events. The teens created a Valentines Bulletin Board display as well as window pane hearts that were displayed throughout the library. The teens also made Valentine's Day cards for their friends and families. At the TAG meeting, the teens made plans for the Valentine's Day party, played bingo and valentine volleyball with balloons. Towards the end of the month a Teen Gaming Party took place to introduce and celebrate the new XBOX 360 area.

Susan Snide made a motion to accept the YA Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Unfinished Business:

Pinnacle 1099 for Library Renovation – Town will handle. In the future any work done by a contractor needs to be invoiced and paid by the town. In turn the Library would then reimburse the town with funds. It is also important that the Selectmen be part of the process from the onset.

New Business:

Welcome new Trustees and orientation: We welcomed Lori Adams and Robert Atwood as our newly elected Trustees.

Social Media Policy: The BOT reviewed and amended the Social Media Policies. It was recommended that the policies be presented to the staff for review as well.

iPad proposal: A request to purchase three iPads as part of a plan to upgrade technology at the library was made by Corinne. iPads have voice recognition technology which is key for those patrons with vision impairment. The iPads would also be used for reference and instruction in the Adult Services' Area, for programs and in-house circulation in the Teen Area and for families in the Children's Area.

Lori Adams made a motion to accept the purchase of three new iPads, three gumdrop cases and a charging laptop cart, seconded by Robert Atwood. Vote in Favor 4-0-0. Funds up to the amount of \$1,377 to be dispersed from Fines and Fees to cover the cost of the iPads and cases. Friends of the Library (FLIP) voted in favor at their March 12, 2013 meeting to cover the cost of the charging cart.

Food for Fines: The BOT discussed accepting a "Food Donation" in lieu of a Fee for the month of April for overdue materials. Carolyn Thompson made a motion to approve Food for Fines in April (as long as it does not violate any Library RSAs), seconded by Robert Atwood. Vote in Favor 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by Susan Snide, at 8:06 PM.

Next Public Meeting: Wednesday, April 16, 2013 at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary, Board of Trustees