

Board of Trustees
Pelham Public Library
Approved March 19, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Carolyn Thompson at 6:00 PM.

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

Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion to accept the agenda as amended was made by Carolyn Thompson and seconded by Lori Adams. Motion approved 5-0-0.

Secretary's report:

The minutes for the February 19, 2014 meeting were reviewed. A motion to accept the minutes was made by Carolyn Thompson, seconded by Lori Adams. Motion approved 5-0-0.

Treasurer's report:

The February, 2014 Treasurer's report was reviewed.

For February:

The beginning balance of the trustees' bank account was \$ 12,507.17

Deposits of \$ 470.13 were made in February.

Expenditures of \$ 197.95 were made during the month.

The end of the month balance in the account was \$ 12,779.35

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

Director's report:

The Director's report was reviewed.

Building/Administrative:

Clock -The grandfather clock stopped running briefly again. Corinne called Jim McKenna and he came by promptly to adjust and fix it. Maintenance is done once a year on the clock and it is under warranty.

Chairs - The new staff chairs have arrived and the staff is very pleased with them. The transfer station disposed of the old chairs. The Clio stacking conference chairs in the teen area now need to be reupholstered. The estimated cost to reupholster the chairs is \$45.00 per chair, plus fabric and possibly an additional cost for foam. The upholster labor for 17 chairs will be done by the NH Department of Corrections. Corinne has access to a truck to deliver the chairs to Concord. We would have to pay about \$43 for mileage expenses. The total estimated cost for this project is \$1,763. Lori Adams made a motion to approve the reupholstering of 17 chairs up to the amount of \$1,800; monies to be withdrawn from fines and fees line, seconded by Cindy McGhee. Motion approved 5-0-

0. Thirteen additional chairs will not be refurbished at this time and will be relocated into the meeting room and teen area.

Staff Room - The staff room and break room has been updated. An extra work station was created, the room was reorganized, curtains added as well as one wall had to be fixed due to water damage. The cost for the renovations/labor went over budget by an excess of \$176.16. Lori Adams made a motion to override all previous votes related to the staff room costs, seconded by Carolyn Thompson. Motion approved 5-0-0. Lori Adams then made a motion to approve a check in the amount of \$345 for labor/consultation fees from the Brown Fund and \$622.16 from Fines and Fees line for shelving and curtains, seconded by Carolyn Thompson. Motion approved 5-0-0.

Furnace in the library was broken on Monday, March 17 resulting in the library having to close; one of the pilots had gone out. The town will be installing an alarm wire which will notify the Director and the Fire Chief should there be an issue with the furnace in the future.

Budget:

The new budget was approved by the voters. A legal line was also added as part of the new budget. Funds should be added to this line for future legal matters. Carolyn Thompson made a motion to request funds from the Trustee of the Trust Funds in the amount of \$1,000 to be added to the Brown Trust Fund Income line, seconded by Rose Ann Cares. Motion approved 5-0-0.

Outreach:

Pelham Economic Development Committee continues to struggle. Several Board members stepped down last month. Corinne is still attending committee meetings and supervising the intern. Corinne does not recommend taking on another intern next semester.

Other projects:

Corinne is working with Jo Ann to add NHDB records to our catalog. It is a slow process because there isn't enough time to dedicate to this project but Corinne is hopeful it will be completed soon.

Staff:

Corinne completed all staff reviews. Raises were awarded and put into effect March 17, 2014

Anonymous review forms were given to the staff to review Corinne's performance over the past year. These forms were received by Carolyn Thompson, Chair. The BOT also prepared a review for Corinne prior to transitioning over to the new board.

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

Adult Services Librarian Report:

Statistical Data for February : 41 Museum Passes loaned; 72 People Attended Programs; 403 people used computers; 221 reference questions answered; 938 website visitors; 758 DVDs lent;

library usage (circulation, patrons and database usage) is up for February 2014 compared to February 2013.

Programming:

The Susan B. Anthony: The Invincible event has been rescheduled to April 24.

March Book Madness Tournament has returned. Patrons fill out a bracket with their favorites from a list of 64 books, and then vote for each of their picks throughout the month of March.

Annie will try to schedule more evening computer classes to accommodate those patrons not able to attend during the Friday morning classes. Social Media Computer Class will be held on Friday, March 28.

YA Monthly Report

YA program attendance continues to be strong. Anime Club met once formally in February to prepare for ToshCon which is happening on March 29th. The Teen Reads Book Club - 6 teens attended Divergent Book talk in February. TAG and TAG leadership had a total of 26 teens meet to plan activities for April vacation, including the Teen Library Lockdown. The TAG leadership group helped with the planning of the Teddy Bear Sleepover program. Ten volunteers will be needed for this program. Twelve teens attended The Black Hearts Party to make valentines for friends. Some attendees showed their spirit by wearing black.

YA volunteer hours: 101.5/10 volunteers; YA computer usage 12 – 14 teens per weekday; XBOX Usage: 18 teens; YA Program Attendance: 86

Children's Services Report

Children's Area Reference Transactions for February: 144; Eleven Story Times offered; Molly Hobbs Program Attendance (children & adults): 588; Use of Molly Hobbs Room (includes all program usage) 28.

Highlight of the month for February was the Puppet Program with Lindsay Bezich - 75 patrons attended. This program was funded by a grant from the Community Spirit Group. The other school vacation activities were also well attended. The Lego Day event attracted 80 patrons. High school volunteer, Jimmy Yim made all the signage and displays for all of the Lego creations.

Two evening events scheduled for March are Dudes and Dudettes Night – birdhouse making program and Lovely Lassies and Lads Tea Party.

Lori Adams made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 5-0-0.

Unfinished Business:

Employee Contracts and Long range salary plans – Draft of Employee Contract from Attorney Forest’s office has been received and will be reviewed by the new board. Long range salary plan was reviewed. Carolyn Thompson made a motion to approve a check in the amount of \$555 for Sulloway & Hollis for Lawyer fees incurred for the drafting of employee contract form from the Brown Fund, seconded by Lori Adams. Motion approved 5-0-0.

Strategic Plan – Strategic Plan Timeline was presented along with the community feedback from the first meeting. Links to the feedback are posted on the library’s web page. The current point we are at now is Select Service Responses. We need to provide staff with the opportunity to give feedback on committee’s selection of service responses. At that point a final report will be presented to Board of Trustees on priority of service responses and as a whole we will create a 3 year plan.

New Business:

Trustee orientations – meetings were scheduled with Corinne and the new Trustees

Board of Trustee elections – Chair: Lori Adams; Vice Chair: Rose Ann Cares; Secretary: Carolyn Thompson; Treasurer: Cindy McGhee; Friends of the Library Liaison: Darlene Michaud

Gold Award – Mary Hammar is making final preparations for the construction of the pergola over the patio area as her Girl Scout project. The contractor recommends that the wood stay natural for longevity and maintenance purposes.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) personnel was made at 8:00 PM by Carolyn Thompson and seconded by Lori Adams. Vote in favor 5-0-0.

Roll call: Lori Adams – yes; Cindy McGhee – yes; Carolyn Thompson – yes; Darlene Michaud – yes; Rose Ann Cares – yes; Corinne Chronopoulos – yes.

Carolyn Thompson made a motion to exit non-public session at 8:20 PM, seconded by Lori Adams. Motion approved 5-0-0.

Corinne Chronopoulos voiced her decision to resign as Director of the Pelham Public Library effective May 29, 2014, in order to take a position as Director of the Peterborough Town Library.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:35 PM.

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

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary, Board of Trustees