

Board of Trustees
Pelham Public Library
May 9, 2012 Meeting Minutes
(approved at the June 13, 2012 meeting)

Call to Order:

The meeting was called to order by Doug Fyffe at 6:35 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Doug Fyffe; Carolyn Thompson; Carol Roberts, Interim Library Director

Others present:

Corinne Chronopoulos, Adult Services Librarian

Approval of Agenda:

Corrine asked to add an item regarding newspapers. Doug asked to add an item regarding changing the regular meeting date. A motion to accept the agenda as amended was made Susan Snide, seconded by Carolyn Thompson. Motion passes 5-0-0.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel and (b) hiring of any person as an employee was made at 8:55 pm by Diane Chubb and seconded by Susan Snide to discuss employment issues related to Corinne Chronopoulos and interim director Carol Roberts. Vote in favor 5-0-0.

Non-public session:

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

The Trustees discussed the draft of the proposed contract for Corinne Chronopoulos and made changes.

Corinne was invited into the non-public session at 7:15 pm and given the proposed contract for review.

Doug Fyffe made a motion to exit non-public session at 7:20 pm, seconded by Debbie Kruzel. Motion in favor 5-0-0.

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

Secretary's Report: The minutes from the April 11, 2012 meeting were reviewed. A motion to accept the minutes as amended was made Doug Fyffe, seconded by Diane

Chubb. Motion passes 5-0-0. The minutes from the April 11, 2012 non-public session were reviewed. A motion to accept the report as amended was made Doug Fyffe, seconded by Susan Snide. Motion passes 5-0-0.

Treasurer's Report:

The financial report for April 2012 was reviewed.

The beginning balance of the trustees' bank account was \$19,175.95.

Deposits of \$528.15 were made in April.

Expenditures of \$300.00 were made during the month.

The end of month bank statement balance was \$19,404.10

The end of the month balance in the account was \$19,462.38.

Check # 1416 for \$58.28 has not yet been cashed. This explains the difference in the balances.

Corinne and Susan have been working on updating prior financial reports. The report for February 2012 was updated and provided to the Trustees for review and discussion.

Trust Funds: Susan noted that the Trustee of the Trust Funds wants to have a meeting with the Board to review the status of the trust funds. It appears that we may have more trust fund money than is indicated. Susan will invite the Trustee of the Trust Funds to our June meeting.

A motion to accept the April Treasurer's report was made Diane Chubb, seconded by Susan Snide. Motion passes 5-0-0.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel and (b) hiring of any person as an employee was made at 8:00 pm by Diane Chubb and seconded by Susan Snide to discuss employment issues related to library staffing, positions and wages. Vote in favor 5-0-0.

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

Corinne gave the trustees a presentation regarding the potential organization of the library, staffing levels, job descriptions and salaries. The Trustees has requested more information regarding the proposed salaries and how it will affect the 2012 budget and the 2013 budget.

Doug Fyffe made a motion to exit non-public session at 8:30 pm, seconded by Debbie Kruzel. Motion in favor 5-0-0.

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

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

Adult Services Position: Corinne has prepared an advertisement for the Adult Services position for the Trustees to review. The Trustees approved the advertisement and the proposed salary.

Grant Writer: Carolyn Singer has applied for a grant with Verizon, and is set to kick off two more applications. The template has been prepared. She has prepared a listing of what she has accomplished. There are about 4 hours left to her contract with the trustees.

Kindle and Insurance: All contents are insured with \$1000 deductible. The Kindle does not to be listed to be covered.

Budget Planning: Corinne has been watching the past years of budget committee hearings to get a sense of the questions the Budget Committee asks.

CIP: The Town sent a memo regarding the capital improvement plan to be submitted by May 16. The trustees reviewed the proposed response and made changes as appropriate.

Carpet repair: Corinne mentioned that Tom Gaydos had done a walk-through a month ago regarding the replacement of the carpet in the children's area. The Trustees instructed Corinne to contact Tom again, and mention that the Budget Committee had made it an action item at last years budget hearing.

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 March was reviewed.

Computer Classes: eReader workshop attendance has leveled off. Corinne will be taking a break from formal classes and continue with scheduled 1 on 1 appointments.

Garden Programs: The Heirloom Tomato program was great success with about 15 people attending. The worm composting program will be April 19, and an organic gardening lecture will be held on April 21. The garden series is in direct response to several patron requests. This community loves to garden! Corinne has also done some special purchasing to build our garden book collection before these events.

Artist of the Month: Artist of the Month for March was very well received. The Robert Frost theme was wonderful and many patrons commented on the work and poetry. April artist is Don Whittemore. He will host a lecture on acrylic paints as part of his artist reception.

Co-op meeting: Corinne attended the March meeting in Chester. The focus of meeting was on greening libraries. There were many helpful tips given but happily Pelham Public Library is already running a very green operation. Partly because we are small but mostly because of the people who work here, we are a very clean operation. We use mugs, we recycle our paper and books, we use mostly recycled scrap paper, we turn off lights we aren't using, and we use an Energystar copy machine.

Things we can improve upon: using recycled printing paper whenever possible, shutting down computers at night, and unplugging any appliances we are not using. Corinne will be encouraging the staff to work on these.

Circulation: Circulation has definitely fallen in the past 2 years and it has flat-lined for the past year. We know this is mostly due to changing aspects of our community needs (the library as a community center and more focus on programs) and a growing use of eBooks. However, there are things that can be done to shake up our appearance and make our collection look more appealing. The staff will be working on better book displays, possibly moving parts of the collection around, and lots of other creative ideas.

Statistics: Attached.

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

Children's Librarian Report:

The Children's Report for March was reviewed.

Community Night: Corinne, Doug Fyffe, and Debbie Laffond attended Community Night on Tuesday, March 6th at the Pelham Elementary School. We discussed our programs and materials as well as upcoming events and Doug passed out handouts for the upcoming Library Warrant Article. The event was very well attended by Pelham residents and we chatted with lots of people.

StoryTimes: March story times were about "Planes, Trains and Automobiles". Story time discussions, books, activities and crafts involved transportation stories.

Stuffed Animal Sleepover: Our teen TAG Group met on the 7th to discuss our upcoming "Stuffed Animal Sleep Over". The teens were very eager to participate in this event and we had a productive discussion about the logistics of this busy evening story time! They then all showed up on the "big night" and were so helpful in making sure that this event was fun and successful for all of the children who participated. It was a very busy few hours and the kids really stayed focus so that we were able to get everything accomplished by closing time @ 8:00- no small feat!

Tasting o' the Green - On March 16, Lori set up a large, varied display of green foods for the kids to sample, arranged a craft for them to do and organized a few simple games for them to play. The kids had a ball and seemed to appreciate Lori's efforts to provide a fun, festive event for them. You rock, Lori!

Summer Reading Program: There will be some returning popular events like the Big Truck Night, Watermelon Day and Water Fun Day but also are planning some other great things! In support of the themes of "Dream Big, Read" and "Own the Night", Debbie has been in contact with a local Boy Scout Troop whom she hopes to recruit for a "Boy Scout Camping" demonstration around our new patio. Michelle Pinksten, a library patron who is also an accomplished artist, has agreed to come in and teach an art class on how to draw monsters! Debbie is also planning on hosting an "Unsleep-Over Party" where the kids (my 7-9 yr. old, oldest story time group) are invited to the library after hours on a Monday night, probably 7:00-10:00, for a fun evening of games, snacks and crafts. How cool to be in the library when it's closed to everyone else!

Grant proposal: Debbie has submitted my application for the Kids, Books and the Arts Grant again this year and I am anxiously awaiting a response from the committee. She has tentatively booked Norman Ng, an amazingly talented magician, for our end-of-summer finale so hopefully the funds will be available for this event.

FLIP Book Sale: Thanks to the efforts of Jo-Ann Beauregard who collected an amazing variety of great books, a score of volunteers who helped with set-up and take-down, and the rest of the library staff who made sure this event was well organized and publicized, we made over \$1000 and many Pelham and surrounding area residents got some great deals! We are very encouraged with the results of this sale and are looking forward to hosting another sale in the fall!

Request for Purchase: Debbie would like to purchase the following items for use in the YA and Children's Areas:

<input type="checkbox"/>	Magnetic Poetry Kids Story Maker	\$12.00		
<input type="checkbox"/>	The Poet Magnetic Poetry Kit	15.95		
<input type="checkbox"/>	CD- Highly Usable Music	<u>13.95</u>	>	total: \$42.89
	Props and display items for Teen Area:	37.30	>	total: <u>\$37.30</u>
				Grand total: \$80.19

Diane Chubb made a motion to authorize Debbie Laffond to spend \$80.19 to purchase the Magnetic Poetry Kids Story Maker, Poet Magnetic Poetry Kit, CD- Highly Usable Music and props and display items for Teen Area. The funds will be taken from the Trustee Account. Seconded by Susan Snide. Vote in favor 5-0-0.

Volunteers: 19 volunteers logged 80 hours.

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

New Business:

Newspaper budget: The library currently receives 6 newspapers. The budget is \$1500 for papers. At this point, \$1500 has already been expended, and there are some invoices outstanding. Corinne proposed canceling the subscription for Wall Street Journal, since it is the least used.

Public Meeting Adjourned: The meeting was adjourned by the Chair, Doug Fyffe, at 9:45 PM.

Next Public Meeting:
Monday, May 14, 2012
4:30 pm
Pelham Public Library

Respectfully submitted,

Diane M. Chubb
Secretary
Board of Trustees