

Board of Trustees
Pelham Public Library
Draft May 15, 2013 Meeting Minutes
Approved at the June 19, 2013 meeting

Call to Order: The meeting was called to order by Carolyn Thompson at 6:07 PM.

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

Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion was made to accept the agenda with amendments to add a request for dispersal of trust fund money. The motion was made by Carolyn Thompson and seconded by Angela Hinkle. Motion passes 5-0-0.

Secretary's report:

The minutes for the April 17, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Angela Hinkle, seconded by Robert Atwood. Motion passes 5-0-0.

Treasurer's report:

The April 2013 Treasurer's report was reviewed.

For March:

The beginning balance of the trustees' bank account was \$10,647.09.

Deposits of \$266.92 were made in March.

Expenditures of \$1,881.60 were made during the month.

The end of the month balance in the account was \$9,032.41.

Robert Atwood made a motion to accept the April Treasurer's Report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

Director's Report:

The April Director's report was reviewed.

Budget:

The Board reviewed the quarterly update. The net budget for 2013 is \$232,206.000, and \$151,376.51 remains, which means the library has only used 34.809% thus far. This is on-track with the library's plans for the year.

Staff will be reduced during May and June to ensure adequate funding for the fall. This is typically a slower time at the library, as school is ending. This time is used for planning the Summer Reading Program during this period, and staff members will be planning some vacations during this period to help with efforts to reduce hours during this time.

Building Equipment Maintenance:

The Board reviewed the Building Maintenance Plan. As of May 15, 2013, two of the four exterior, yearly goals have been completed. Two of the five semi-annual, exterior goals have been met. As far as the interior is concerned, zero of the two yearly goals have been met yet, but they are being assessed on May 20. Three of the six semi-annual goals have been met. Two of five quarterly goals have been met, and it has been decided that the laser counter will not be used any longer, so another goal has been addressed. In addition, the library would like to optimize storage options. The library will be looking into cabinetry quotes for the staff room.

FLIP:

FLIP is still looking for a new treasurer. They are currently running a penny drive to purchase outdoor chairs. Robert, who attended the last FLIP meeting, informed the Board that they were planning another Gala, to be titled "Gala around the World in 80 Desserts." Tickets will look like passports, and they will be stamped at the different dessert tables. They are also considering purchasing a booth at Old Home Day. They have hopes of purchasing bookends that will be painted by high-schoolers and sold in the silent auction. Currently, they are planning their next book sale, and they plan to send out membership fliers in October.

Programs/Resources:

The library hosted worm composting with Debbie and Corinne during April vacation. Fifteen community members attended that event.

The library also hosted a workshop on disabilities, given by Diane Andrews. Corinne, Debbie, Carolyn, and three others attended. Some of the exercises used to help the group understand what it felt like to live with certain disabilities will be incorporated into staff meetings, to help the staff relate to some of the issues community members face.

The library is busy prepping for the Plant-a-Row event. Mark Ducette (master gardener) paid \$260 for materials for raised beds and deer fence. Debbie acquired topsoil from construction workers, and the Boy Scouts will be bringing picnic tables in the next two weeks. The library is considering placing green footprints on the floor leading to the side door and leaving them out for a week, along with new garden patio signage. Carolyn mentioned that she had seen outdoor living centers based around book themes.

Deerfield put a notice out they were getting rid of a catalog, so the library took them up on the offer and painted the drawers green. They are starting to build a seed library.

For Pelham Reads, the library will be sharing the book *August Gale*, written by local author and award-winner Barbara Walsh. The books will be shared through four community outposts, all of which will bear a logo that was designed for the library. Mr. Kosh will be building the four mini-libraries, which will be painted white. Areas of possible locations for the mini-libraries currently include Hannafords, Enterprise Bank, the Senior Center, and, possibly, a local doctor's office. Community members can sign out a book from a location without having to visit the library. There is an element of trust inherent in this project.

Two books remain from the book give-away night. This year the program was fairly passive, with librarians asking visiting patrons if they would like a book. The library plans to make the night more active next year.

Staff Updates:

Debbie and Corinne interviewed four out of the fifteen applicants for the YA Library Assistant position. Kevin Kindorf was decided upon as the candidate of choice. Kevin visited with the Board, answering questions about his experience and interests. The Board was unanimously pleased with the candidate.

Carolyn Thompson made a motion to accept the Director's Report, seconded by Robert Atwood. Vote in favor 5-0-0.

Adult Services Librarian Report:

April brought a number of varied programs, including the Idle Hands Crafters group, which met on Tuesday, April 9, to make beeswax candles. This group is growing in popularity and the members are actively making suggestions for further activities. The library also held a Red Sox Opening Day, with approximately fifty people attending to enjoy the game, hot dogs, and popcorn.

Computer classes for April focused on Facebook & Privacy, as well as blogging. Five people attended the Facebook class, although less people from the Pelham community seemed interested in the blogging class. The library plans to focus on Microsoft and Internet Best Practices classes in the future, as they seem to draw more of an attendance. Six patrons took advantage of one-on-one classes. Annie also created a practical Word and Excel test for patrons who might benefit from a realistic work experience. One patron has attempted the test thus far, with excellent results. Annie provided feedback on areas of improvement to help the patron develop his or her skills in a low-pressure environment.

The projects planned for May mostly revolve around the technology theme. Annie and Corinne are developing a comprehensive technology plan to take the library through the next two years. The new additions of the mobile technology lab and circulating devices make this undertaking a necessity. The plan is being drafted using other plans from other libraries as guidelines. The plan will include technology-centered projects, such as the Raspberry Pi catalog station and classes to help patrons learn how to use the mobile technology lab.

The plans for the adult summer reading program are also being finalized so that they coordinate well with the programming offered to the children and young adults. As part of the Groundbreaking Reads theme, discussions revolving around two compelling TED Talks will occur. These discussions will be moderated, with an emphasis on open information and respect for the opinions of others. Annie will be taking a summer break from technology programming to focus on the summer reading programming.

Upcoming and Ongoing Programs:

Scrabble and Knit groups meet weekly
May 16: Idle Hands Craft Group – Wine Cork Trivets
May 21: Book Club – Light in August
May 23: Pelham High School Student Art Show Reception
May 24: Advanced Microsoft Excel
May 28: Basic Microsoft Excel
May 29: Library Hour

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

Children's Librarian Report

The theme for the month of April was "Discover the Earth." For these story times they talked about the Earth and how to take care of it, including subjects of gardening and signs of Spring. Children went outside to search for the signs of Spring.

Marilyn's "Daddy and Donuts Story Time" featured stories and crafts around the theme of "April Showers Bring May Flowers." After listening to stories, the children and their dads made a craft involving umbrellas.

Drop-in Craft for March was an Easter Crafts afternoon. Approximately 55 children and their families showed up to make a variety of Easter crafts including marbled eggs and Bunny Jars. Due to the large number of participants we enlisted the help of some of our TAG / teens to help out.

Tuesdays with Stories, the elementary-age book group, focused on the theme "It's About the Numbers." After reviewing a number of books about math and numbers, the kids each chose one for their April read, and then they played math games using legos.

Debbie did a community outreach program at Memorial Middle School, visiting the special needs students in Mrs. Madden's class, on Wednesday, April 13. They made bookmarks, and Miss Debbie passed out forms so students could get their own library card. They also read a book together and discussed the idea of having the class visit the library on a regular basis for their own library hour.

April school vacation events were centered around the theme "Dig It," and a number of Earth Day/underground activities were well attended, including a pirate treasure hunt. FLIP helped sponsor that particular activity. The worm composting family workshop occurred during vacation, as did an activity about the properties of mud. Weather forced the last activity to be held indoors; with a homemade mud recipe, children were able to follow through with their activity. Children were also given the opportunity to use a sewing machine to create their own car litter bags.

Upcoming Events

Friday, May 3 – Visit from students from PMS

Saturday, May 4 – Daddy and Donuts Story Time

Tuesday, May 7 – Kick-off event for "Plant-a-Row for the Hungry Program"

Wednesday, May 8 – TAG meeting

Thursday, May 9 – Drop-in Craft for Mother's Day

Monday, May 13 – Teen Anime Club

Tuesday, May 14 - "Tuesdays with Stories" Children's Book Group

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

YA Monthly Report

There were five Teen programs offered in April with over 53 teens and tweens participating in the events. The programs included recruiting volunteers for Mother's Day Drop-In Craft, making plans for the end-of-the-year TAG party in June, Red Sox Day, a poetry reading, Anime Club, and Teen Beauty Day.

Upcoming Events:

May 8 – TAG Meeting

May 13 – Teen Manga/Anime Club Meeting

Susan Snide made a motion to accept the Adult Services Report, Teen Services Report, and Children's Services report, seconded by Carolyn Thompson. Vote in favor 5-0-0.

Unfinished Business:

Internet filter update and internet policy

For some community members, the library offers the only source of internet. This issue is a priority for the Board. The Board reviewed the steps taken so far to come to a reasonable solution. Carolyn sent a letter to the Board of Selectmen and received a call from Victor. Victor stated that he could create a new wi-fi SSID for exclusive use by the Pelham Library. If that happened, the library could have its own message pop in case of a site being filtered. The Board decided to send a letter to the Board of Selectmen asking for clarification. The Board's first choice is to have no filtering whatsoever, and the letter that is drafted will ask, again, if this is a possibility. The library will also begin to research how much it would cost to run their own server. The library wants to make sure that they are still in the town cycle to replace machines.

The Board reviewed a draft of an internet policy to replace the rather archaic version found in the Trustee binders.

Angela Hinkle made a motion to accept the new internet policy with amendments, and Lori Adams seconded. Vote in favor 5-0-0

The Board also discussed the possible change to putting public access computer technology in place, but research is being done to see how that would impact confidentiality. Tracking internet use is a goal to have better statistics and inform upgrades to equipment. Lori Adams suggested having a dummy card that people could use to log in. It would refresh the system without putting patron privacy at risk.

New Business

The Board talked about beginning to create a strategic plan for the library. A community survey will be given to patrons to investigate their opinions on the future of the Pelham library. The Board feels it is important to target many different audiences, such as schools, seniors, adults, teens, children, and even community members who don't frequent the library. It is expected that it could take up to a year to create the strategic plan.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel was made at 8:38 PM by Susan Snide and seconded by Carolyn Thompson to discuss staffing and schedules. Vote in favor 5-0-0.

Roll call: Susan Snide – yes; Carolyn Thompson – yes; Lori Adams – yes; Robert Atwood – yes; Angela Hinkle – yes; Corinne Chronopoulos – yes.

Non-public session

Carolyn Thompson made a motion to exit non-public session at 8:55 PM, seconded by Susan Snide. Motion in favor 5-0-0.

Roll call: Susan Snide– yes; Carolyn Thompson – yes; Lori Adams – yes; Robert Atwood - yes; Angela Hinkle – yes; Corinne Chronopoulos – yes

Carolyn Thompson made a motion to seal the non-public minutes at 8:55, seconded by Susan Snide. Motion in favor 5-0-0.

Susan Snide made a motion to disperse \$1,000 from the Brown Fund to cover dues and conference reimbursement. Lori Adams seconded. Vote in favor 5-0-0.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 9:02 PM.

Next Public Meeting: Wednesday, June 19, 2013 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Angela Hinkle
Angela Hinkle
Secretary, Board of Trustees