

Board of Trustees
Pelham Public Library
May 21, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Lori Adams at 6:05 PM.

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

Others present: Corinne Chronopoulos, Director; Rebecca Crockett, YA Librarian; Carol Roberts, Interim 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 April 16, 2014 meeting were reviewed. A motion to accept the minutes as amended was made by Rose Ann Cares, seconded by Lori Adams. Motion approved 5-0-0.

Treasurer's report:

The April, 2014 Treasurer's report was reviewed.

For April:

The beginning balance of the trustees' bank account was \$ 11,165.36

Deposits of \$ 734.44 were made in April.

Expenditures of \$ 784.16 were made during the month.

The end of the month balance in the account was \$ 11,115.64

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

Trust Fund Request – The Board is waiting for disbursement previously requested back in March to pay the Attorney's invoice for the employee contract draft. Delay is due to elections/reelection of Trustee of the Trust Funds to complete paperwork.

Donation - The ACES group presented the Pelham Library with a check for \$100 to be used for the children's community garden. Lori Adams made a motion to accept the check and deposit it into the Trust Funds under Children's Garden Donations, seconded by Rose Ann Cares. Motion approved 5-0-0.

Children's Garden - Cindy McGhee made a motion to approve a check in the amount of \$34.49 to be paid to Corinne Chronopoulos out of the Children's Garden Donations Fund for reimbursement for the purchase of manure for the garden, seconded by Carolyn Thompson. Motion approved 5-0-0.

Background Check for Director Candidate – Carolyn Thompson made a motion to approve a disbursement of \$2,000 from the Noreen Brown Trust Fund to cover potential costs associated with a background check for a Library Director Candidate, seconded by Cindy McGhee. Motion approved 5-0-0.

NHLTA Membership – Lori Adams made a motion to approve a check in the amount of \$60 to be paid to the NHLTA for two Library Trustee Memberships, seconded by Carolyn Thompson. Motion approved 5-0-0.

Candidate Meeting – Rebecca Crockett spent 3 days training with Annie Seiler and reviewing the job responsibilities of the Adult Librarian. Rebecca is currently completing her MLS and will be taking a course this summer. Rebecca hopes to continue offering historical programs and focus on “Historic NH.” Lori Adams made a motion to hire Rebecca Crockett as the Adult Librarian effective August 1, 2014; seconded by Cindy McGhee. Motion approved 5-0-0.

Interim Director and Director Search – Carol Roberts was asked to come back and serve as the Interim Library Director while the Library Trustees continue the Director Search to replace Corinne. Lori Adams made a motion to approve the part time temporary hire of Carol Roberts as Interim Director. Either side may end contract providing a two week notice; seconded by Rose Ann Cares. Motion approved 5-0-0.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) personnel was made at 7:09 PM by Lori Adams and seconded by Carolyn Thompson. 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; Carol Roberts – yes.

Carolyn Thompson made a motion to seal the minutes, seconded by Lori Adams. Motion approved 5-0-0.

Lori Adams made a motion to exit non-public session at 7:25 PM, seconded by Carolyn Thompson. Motion approved 5-0-0.

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

Director's report:

The Director's report was reviewed.

Building/Administrative:

Chairs – The chairs were dropped off for reupholstering and are currently being worked on. Details in Director's Binder.

Staff Room – Insurance report was filed and the town will hire and schedule the wall replacement and painting; a request for a different contractor that has previously done work in the library was requested. Ceiling tiles have been installed.

Building Maintenance Plan – A new floor in the vestibule is still needed as well as the replacement of the rotted siding on the exterior of the building. Once the new Town Administrator, Brian McCarthy, is settled in, we can make him aware of these building maintenance needs.

Ants are becoming an issue in multiple areas within the library; pest management has been scheduled.

Budget: Proposed budget for 2015 needs to be submitted prior to July 1, 2014. The Budget Committee was invited to attend the next Library Trustee Meeting in June.

Staff: Corinne, Annie and all of the Library Staff received an award from the VFW for their efforts in promoting patriotism and veterans through events such as Tim Kennedy's book presentation outlining his service and Richard Rubin's "Last of the Doughboys" presentation.

Annie created a binder of knowledge management tools prior to leaving her position as Adult Services Librarian and Corinne has staff scheduling completed through July 4th while the board continues their search for a new Library Director.

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

Website: Library website domain has been renewed for an additional year. Corinne scheduled posts until mid-July. Rebecca has been trained on updating the website until a Director has been hired.

Town website is being revamped and should be completed by August. There will be a landing page for the library with basic information but it will redirect people to the Library's website.

Adult Services Librarian Report:

Programming: Book Club: Eight people showed up to discuss Things Fall Apart by Chinua Achebe.

The Library hosted Sally Matson as Susan B. Anthony in a New Hampshire Humanities Council sponsored grant program. Sixteen people attended and it was one of the best historical program sponsored by the library.

Computer classes in April consisted of eReaders and Microsoft Word.

Upcoming programs include Hiking the Appalachian Trail with Roger Tetreault, Founding Fathers – What Were They Thinking? Presented by Professor Dick Hesse, and the Adult Summer Reading Program will revolve around the theme "Literacy Elements" where patrons can read books from different elements on the periodic table of reading.

Adult Services Statistical Data April 2014 – Circulation: checkouts 2475; renewals 869; Museum Passes Loaned 34; DVDS circulated 704; Reference Questions: Research Help 138; Computer Help 64; NH Downloadable Books 16; Faxes 31

YA Monthly Report

TAG & TAG Leadership: Teens helped out at the Stuffed Animal Sleepover and April Book Sale. Their last meeting for the school year was on May 12th.

Anime Club: Twelve teens met to talk anime, manga and comics. With ToshoCon behind them, the Club shifted its focus to member art, sharing stories written and illustrated by the teens themselves.

YA Programs offered: 3; YA Program Attendance: 34; YA volunteer hours: 35; volunteers: 11; YA computer usage 121; XBOX Usage: 19 teens;

Children's Services Report

Children's Area Reference Transactions: 182; Story Times offered: 12; Molly Hobbs Program Attendance (children & adults): 540; Use of Molly Hobbs Room (includes all program usage) 26. Children Special programs offered in April.

Highlights of the month for April: Red Sox Day, Stuffed Animal Sleepover, Easter Drop in Craft, Earth Day and fun activities during April Vacation Week.

The final story time for the school year was the week of May 5th as Ms. Debbie gets ready for the Summer Reading Program, Fizz Boom Read.

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.

Friends of the Library: Darlene reported that the Friends of the Library had a successful Book Sale in April; they made \$1,400. FLIP was able to renew The Boston Aquarium museum pass and at their July meeting they will begin to plan for the 2015 Gala Event. The Friends have reviewed the applications for the \$500 Scholarship and the award will be presented in June.

Unfinished Business:

Employee Contracts and Long range salary plans: The employee contract template was reviewed and modifications were made. Modifications for the Director's contract for "Contract Renewal" will include pending performance review and at the discretion of the Board; for "Termination by Employee" will read 60 day notice. Lori Adams made a motion to approve the template for employee contracts for full time salaried employees; seconded by Rose Ann Cares. Motion approved 5-0-0.

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 Lori Adams and seconded by Carolyn Thompson. 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.

Lori Adams made a motion to seal the minutes, seconded by Carolyn Thompson. Motion approved 5-0-0.

Lori Adams made a motion to exit non-public session at 8:05 PM, seconded by Carolyn Thompson. Motion approved 5-0-0.

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

Employee Policies – Policies need to be reviewed and updated by the Board in terms of probationary language that is currently listed.

Seavey Trust Fund – The Seavey Fund has been updated to show that the principal of \$2,000 was restored.

New Business:

Auditor Report – Auditors were in to review files. Any recommendations will be issued by July. Last year it was recommended that the BOT Treasurer take over the responsibilities of the Library Trustee Account. Corinne is training Cindy McGhee, BOT Treasurer.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:20 PM.

Next Public Meeting: June 18 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary, Board of Trustees