

Board of Trustees
Pelham Public Library
Draft November 20, 2013 Meeting Minutes

Call to Order: The meeting was called to order by Carolyn Thompson at 6:15 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 add public incident was made by Carolyn Thompson and seconded by Robert Atwood. Motion passes 4-0-0.

Secretary's report:

The minutes for the October 16, 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 October 2013 Treasurer's report was reviewed.

For October:

The beginning balance of the trustees' bank account was \$ 13,131.96

Deposits of \$1,045.24 were made in October.

Expenditures of \$1,664.99 were made during the month.

The end of the month balance in the account was \$ 12,512.21

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

Flip Liaison report:

The Friends voted in favor of funding two scholarships for \$500 each. One will be a traditional college scholarship and the other will be a nontraditional scholarship.

Letters were sent to area restaurants for donations for the upcoming Gala in February 2014.

Elections for new officers will be held on December 10, 2013.

Director's report:

The Director's report was reviewed.

Building/Administrative:

Clock is out for repair. Mr. McKenna estimates that it will cost about \$400 for repairs

The boiler malfunctioned on November 7th. It was serviced by Lord and Tarpey and repaired in time for the 1pm opening of the library. Rick from Lord and Tarpey is looking into installing an alarm on the thermostat. This would alert the Library Directory, Lord and Tarpey and up to 4 others whenever the

temperature goes below a programmed degree. The Town Administrator has approved this; timeframe on installation not yet set.

Staff chairs as well as chairs in several of the public areas need to be either replaced or reupholstered. Fabric samples were requested from Turnstone Company, manufacturer of our current furniture. Ace Upholstery came out to evaluate and quote the cost to reupholster the chairs. It would be \$96 for each of the 15 armless chairs and \$128 for each of the desk chairs. These prices do not include the cost of the fabric. Request for an additional reupholster quote was suggested as well as cost for two new stuffed chairs.

Minor repair requests have been made through the town. Baseboard needs to be fixed, fire extinguisher needs to be installed and door stop.

Corinne met with Lt. Gary Fisher to review the Library's safety plan and procedures. He will assist with setting up safety training and a drill session for the staff. Debbie and Lucy will be the library's Safety Committee.

Budget:

It is projected that we will go over budget in the salary and supply item lines. Conservative spending in New Equipment and Specials will keep us within the bottom line. Without the increase in the salary line, the Library cannot maintain their current staff levels.

Programs/Resources:

Rubin event and collaboration was successful. Jim Greenwood recorded and is airing the program on PTV this month.

Robotics team is wrapping up the season. Their final tournament is at Daniel Webster College on November 23rd.

GSLIS Continuing Education course on Reimagining Nonfiction that Corinne is attending has been a great resource for learning about integrating digital resources and tools with traditional materials.

Rebecca, YA Librarian is instituting a major change in shelving. All fiction will be shelved by genre and identified by a colored spine label. Corinne submitted a request for funds to purchase 13 of the Isinglass awards, 2XBOX games, 3-4 series of Manga. Robert Atwood made a motion to accept the purchase of these items up to \$900. The funds to be withdrawn from the Gage Trust Fund and General Fund. Seconded by Susan Snide. Motion passes 4-0-0.

Outreach:

Corinne attended the Pelham Economic Development Committee monthly meeting. The Library will host 4 workshops starting in January. Workshops will be geared towards small business owners.

Corinne is working with Anne Fowler, the Career Outreach Coordinator at PHS. She will be setting up an intern for the library and to be shared with PEDC. The intern will be supervised by Corinne and Jeff Gowan. The intern will work on all publicity tasks.

Corinne met with the Principal of PHS, Anne Fowler, and the PHS Librarian. Debbie and Rebecca sat in on the meeting and came up with several ways to collaborate and support each other.

Corinne is working with Kathleen and Doug Vincent and the "Great Conversation" group. The Library will be hosting two sessions to inform the public on PHS academics and fiscal status.

Corinne has also been working with Selectman Bill McDevitt to create a Local Leadership program. In January the Library will host an 8 session program at the library featuring town departments. The goal is for residents to learn about how the town runs and who runs the departments.

Corinne began her term serving as READS Vice-President. This is a section of the NH Library Association. Annie is serving on the programming committee.

Staff Updates:

Holiday party is Thursday, December 19. Corinne submitted a request for funds to cover the cost of the meal. Robert made a motion to approve funding up to \$150, seconded by Carolyn Thompson. Motion passes 4-0-0.

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

Adult Services Librarian Report:

Programming: Jeff Warner from NH Humanities Council presented "Songs of Old New Hampshire" with 13 patrons singing along and asking questions about the photographs and musical instruments that he brought.

Friday computer classes instructed a group of patrons on using Microsoft Word and Excel.

The Idle Hands Craft Group continues to grow. Nine patrons attended the last meeting and enjoyed an evening of socializing while doing a craft.

Volunteers from AARP hosted a question and answer program in response to the Affordable Care Act. To counter this talk and answer additional questions, Annie will provide up to date information from official federal and state resources. She will also update the resource binder and advise staff on recent updates.

The artist of the month for November is Christine A. Ryan.

Other Projects: Readers Advisory brochures have been created by the staff to help promote different parts of the collections. Topics include Action/Adventure, Espionage/Thrillers, Historical Fiction, Cozy Romances, Literacy Fiction, SciFi and YA novels.

Reaching out to local authors and promoting good reads, the Library and VFW welcomed Maine native, Richard Rubin, to present his book, *The Last of the Doughboys*, to the public. There was a great turn out. In March for Women's History Month, the Library is hoping to have Patricia O'Brien (who also writes as Kate Alcott) visit and talk about her new book, *The Daring Ladies of Lowell*.

YA Monthly Report

The YA group was busy in October. They started the month off with a Celtics Preseason Party by having an Xbox NBA Tournament and answering NBA trivia questions. Reading for Scoops was a way for the teens to celebrate the 64 books read by the 27 participants. The TAG group helped in the planning and execution of the children's Halloween party and a TAG leadership group was created to allow those more senior members have a more meaningful role. The Hunger Games Book Club at the end of the month was an afternoon of great discussion by 8 teens. The Anime Club met twice in October and discussed the foundation of creating their own Manga as well as planning for ToshCon.

Children's Services Report

The Friends of the Library Book Sale was held on Saturday, October 5th. The net profits from the sale of books and baked goods was over \$1,000.

Story times for October revolved around the theme of "Viajamos a Mexico-We Travel to Mexico". The children got their "passports" stamped and then read stories, sang songs, sampled food and made crafts about Mexico.

Tuesdays with Stories Children's book group started the month with a theme of "EEK!" They checked out some scary stories and then carved pumpkins for the Halloween Party.

A family pumpkin carving event was held on October 24th. Sixteen people participated in this event including 6 teens.

The Halloween Party was a great success. Over 100 people came to the library in costume for an evening of fun. Thank you to the Friends of the Library in Pelham who sponsored this event at no cost to the library.

Susan Snide made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Unfinished Business:

Employee Contracts and Long range salary plans were discussed. Edits made to contract wording. BOT will approve in December and then get Council recommendations. The Salary Long Range Plan draft was reviewed along with NO vote / Yes vote scenarios.

Long Term Plan Presentation – The strategic plan will help identify community needs for the Library to focus on. Next month the BOT will brainstorm with Corinne to identify Planning Committee Members from the community who we would like to invite to serve on the committee.

Internet Filters / Internet Policy– A meeting has been scheduled for December 2nd from 6 – 8PM for the BOT to meet with two members of the Board of Selectmen to discuss the Internet Filter Policies

and the Library technology plan. No edits to the Library's Internet Policy will be made until after the meeting.

Cash Policy to be reviewed at next meeting.

New Business:

2014 Trustee Meeting Schedule – approved

2014 Library Holiday Schedule - approved

Public Incident – On Wednesday, November 20, 2013 at approximately 4:30PM a 10 year old youth who was standing out front heard a bang prior to a piece of metal hitting his leg. There was redness on his leg but no broken skin. The police were called to investigate and his parents were contacted.

Inter Library Loans - The Piermont Public Library had lost a book from the Pelham Library through the Inter Library Loan service and paid for it. The book was then returned and they sent a request for reimbursement. Carolyn Thompson made a motion to approve a check in the amount of \$12.95 be written to Piermont Public Library, seconded by Robert Atwood. Motion approved 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:46 PM.

Next Public Meeting: December 18, 2013 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Chair, Board of Trustees