

Board of Trustees
Pelham Public Library
Draft November 14, 2012 Meeting Minutes
(To be approved at the December 19, 2012 meeting)

Call to Order:

The meeting was called to order by Debbie Kruzel at 4:10 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson

Others present:

Corinne Chronopoulos, Director; Angela Hinkle

Approval of Agenda:

A motion to accept the agenda was made by Diane Chubb, seconded by Susan Snide. Motion passes 4-0-0.

Secretary's report:

The minutes for the October 17, 2012 meeting were reviewed. Motion to accept the minutes as amended was made by Diane Chubb, seconded by Debbie Kruzel. Motion passes 4-0-0.

Treasurer's report:

The October Treasurer's report was reviewed.

For October:

The beginning balance of the trustees' bank account was \$11,453.09.

Deposits of \$ 47,654.07 were made in October.

*Beaudoin Books only Trust Fund deposit of \$47,266.44

Expenditures of \$1,131.63 were made during the month.

The end of the month balance in the account was \$57,975.53

Debbie Kruzel made a motion to accept the September Treasurer's Report, seconded by Carolyn Thompson. Vote in favor 4-0-0.

Director's Report:

The November Director's report was reviewed.

Budget: 2012 Budget is on track and there will be excess monies in the labor line item beyond the \$4,000 we aimed to leave unspent per agreement with the BOS. Corinne spoke with Tom Gaydos about possibility of creating a fund to put aside excess funds to plan for short term disabilities as some staff members have a large amount of sick days accumulated.

The BOT discussed the need to work with legal to update personnel policies regarding sick time accrual going forward. Corinne will research policies at other libraries in the area. It was also discussed that it is important that a line item for legal be placed in the default budget for 2013.

Integrated Library System Update:

Migration is under way, all data has been uploaded and we are waiting for the test environment to be ready. Training with ByWater is scheduled for December 10th – 12th. It is important that all staff members attend training and a request to have a delayed opening on December 10th was made. The BOT recommended that notices be posted now regarding the delayed opening.

Carolyn Thompson made a motion to approve the delayed opening, seconded by Diane Chubb. Voted in favor 4-0-0.

FLIP:

Flip sent a letter of request to the BOS asking for permission to hang Christmas Lights on the newly planted evergreen tree. BOS approved stringing of white non-blinking lights.

Planning for a Gala fundraising event is underway in an effort to increase membership. Eight local businesses have joined as members of FLIP in support of the library.

Incident:

The teen incident was reported to the police as advised by the BOT. Letters were sent to the parents and the suspension from the library was lifted on November 12, 2012. Re-entry interview was required and the teens were advised that they must stay in view while using the library.

BOT discussed that the wording of the Behavior Policy should be revised to state that parents or guardian must meet with the Library Director prior to allowing the teen back into the library unsupervised.

Staff

Almost all of the Library Assistants are participating in some type of programming and hidden and known talents from all staff members are being utilized.

Marilyn and Debbie attended the Annual Fall Chilis Conference in October. They had an opportunity to meet Steve Cotler, author of Cheesie Mack one of the Great Stone Face Book nominees this year. As part of the seminar there was also a panel discussion about how to deal with challenging patrons.

Corinne Chronopoulos and Annie Seiler paid a visit to the Senior Center and set up a Library Day visit with the seniors starting in November. Corinne will be working with Sara at the Senior Center to collaborate on programs and host events.

Susan Snide made a motion to accept the Director's Report, seconded by Debbie Kruzel. Voted in favor 4-0-0.

Adult Services Librarian Report

The New Hampshire Reads Edgar Allen Poe event was a great success. The adult book club enjoyed reading Poes's poetry. The Haunted reading of the Raven was also a huge success. Many people walked along the trail between the library and the skate park to read the poem and solve the riddle embedded into the signage.

Scrabble and Knitting groups continue to meet weekly. Upcoming programs include our Adult Book Club on November 20th, and Introduction to email class on November 30th.

Other Projects: Circulation is dropping but Annie is hopeful things will improve with extra attention and creative displays. She plans on supporting the existing programs at the library with selections from the library's collection that are relevant to the event to support continued patron interaction.

Annie has been weeding the fiction collection to make more room for the books we currently have to allow for easier browsing. Also the magazine collection is being condensed as the Audio Books are being moved out of the Law Room. This will then allow the DVD and New Items Display to be spread out.

Susan Snide made a motion to accept the Adult Services Librarian Report, seconded by Diane Chubb. Voted in favor 4-0-0.

Children's Librarian Report

The theme for the month of October was "Discover Your Town". Three guest readers paid a visit to the library. Officer McCarthy from the Pelham Police Department read Office Buckle and Gloria and the children were then able to explore his cruiser with all its flashing lights and sirens. Virginia Borst, a retired Pelham school teacher, shared a couple of her favorite stories with the children and her excitement was enjoyed by all. Finally, Nicole Maloughney, an assistant manager at Hannaford's read to the children and brought along some tools of her trade.

Lori held a "Discover Your Town Photo Contest" to go along with the theme of the month. Nine photographers submitted snapshots of their favorite spots around town. Doug Rennie won first place with his photo of the Abbott Bridge and Sarah Hartz, a teen, won second place for her photo which was also of the Abbott Bridge.

Teen events this month had about 15 teens and tweens putting the finishing touches on the Halloween Party. Lori also held a Poe Party for the teens and read the graphic classic The Raven.

Third Annual Halloween Party had about 75 people involved in a wide variety of games and activities. Families were delighted to participate in "donut on a string eating contest", face painting, hayrides and more.

Marilyn hosted her first Daddy and Donuts Story time in October and did a wonderful job. The children and their dads had a great time reading stories about the fall and colored leaves as they munched on their donuts. After reading stories they created a leaf people craft. Thank you to the Friends of the Library for sponsoring this program.

Zachary Rainha, a teen volunteer who is a senior at Pelham High School, continues to do a wonderful job repairing and repainting the walls in the stairway and above some of the book shelves where signage was removed.

We had a total of 9 volunteers in October that put in over 30 hours of work.

Debbie Kruzel made a motion to accept the Children's Librarian Report, seconded by Diane Chubb. Vote in favor 4-0-0.

Old Business

PC #PL001 discussion: Still waiting for legal counsel to give advice. At this point the computer will stay in storage and out of use.

New Business:

Recruitment of New Trustee: Angela Hinkle attended our meeting this evening and a letter was drafted to send to the BOS recommending Angela Hinkle to fill the vacant BOT position.

Internet policy and intellectual freedom issue: It was brought to Corinne's attention in late August that public and staff computers are being blocked by an internet filter. From the report given to Corinne about 50% of the time the filter is over-blocking. Corinne has requested that the filters be lifted for all staff, Public Young Adult and Public Adult computers but leave the filters on the computers in the Children's area. The BOT recommended that Corinne research area libraries regarding internet policy and what issues they have encountered with and without filters prior to making any changes.

Public Meeting Adjourned: The meeting was adjourned by Chair, Debbie Kruzel, at 5:55 PM.

Next Public Meeting: Wednesday, December 19 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary
Board of Trustees