

Board of Trustees
Pelham Public Library
November 19, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Lori Adams at 6:36 PM.

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

Others present: Irja Finn, Director

Approval of Agenda:

A motion to accept the agenda as amended was made by Lori Adams and seconded by Darlene Michaud. Motion approved 4-0-0.

Secretary's report:

The minutes for the October 16, 2014 meeting were reviewed. A motion to accept the amended minutes was made by Lori Adams, seconded by Darlene Michaud. Motion approved 4-0-0.

Treasurer's report:

The October, 2014 Treasurer's report was reviewed.

For October:

The beginning balance of the trustees' bank account was \$ 13,910.12

Deposits of \$ 716.88 were made in October.

Expenditures of \$ 1,240.72 were made during the month.

The end of the month balance in the account was \$ 13,386.28

Lori Adams made a motion to accept the October Treasurer's Report, seconded by Rose Ann Cares. Motion approved 4-0-0.

Director's report:

Budget:

- We are on target (80-100%+ expended) in most line items. Library Specials is now being used for items besides library materials such as books, serials and A/V – things like program expenses, grant application fees, mileage reimbursement, etc. may need closer review in December.
- Festival of Trees, Large Print Specials, Great Stone Face and non-municipal budget approved purchases are on target as well.

Maintenance and equipment:

- The transition to new alarm codes for library personnel is complete. Work done by DEM Electric.
- Interior lighting ballast issues repaired/replaced, work done by DEM Electric.
- Printer paper usage has dramatically dropped since we connected to the Xerox, and charge patrons \$.15¢. Kinks are still being worked out with the coin box and the Xerox however.
- The automatic, interior main entrance door was repaired. The "operator" was replaced by Northeast Door Corp.
- The Molly Hobbs entrance room door was not closing all the way. The hinges were adjusted and raised by Northeast Door Corp.
- The vestibule carpeting is a work in progress, 11/6 and 11/13 installs delayed by contractor.

- The rear walkway to the parking lot from is quite dark now. Town helpdesk Ticket opened. Suggested we purchase battery powered motion lights.

ILS and Related:

- New patron library cards have arrived! They are programmed for the NH State Databases and are ready for distribution, replacements, etc. The library wants to do a launch or a promotion for the new cards.
- Adult Services and Circulation Manager have enabled the email notification feature in Koha. Patrons now receive an email when their books are ready for pickup. This should be a time saver on the Circulation desk. Looking at enabling text notification if Koha supports this feature.

Outreach:

- Met with the Senior Center Director, who mentioned the seniors enjoyed birding, and would love more bird feeders at the center. YA Librarian Nicole supervised the TAG group, who made about 30 pine cone bird feeders one afternoon. Also, we are looking to do a joint program over Christmas school vacation with the seniors, at the senior center.
- We have an Instagram account! @PelhamNHLibrary First posts were for #bookfacefriday #bookfaceNH
- Striving to get to 525 “likes” on Facebook by December 1st.
- Diabetes Awareness Program – beyond our regular publicity outlets, the Lions Clubs of Salem, Hudson and Windham agreed to advertise our program. These clubs had already committed to other organizations for this November, but agreed to work with us next year on a collaborative program.
- Attended two FLIP meetings; the Pelham Mystery theme for the Spring Gala is taking shape. FLIP working with Debra Lund of Windham Acting Guild, who is writing the script.
- Pelham Scout Leader approached us about adding Boy Scout merit badge requirement books to our collection. Working with the Technical Services Librarian to get these added as simply as possible. Pelham Boy Scouts will be celebrating a milestone anniversary in 2015. We, and they, are looking to partner an event together.

Professional Development:

- Director attended the first day of the New England Library Association Conference in Boxboro. Met with several vendors of library specific products. Ingram Library Services is a book/DVD/audio vendor. They are on the SCOOP cooperative purchasing list, and offer a better discount than we are receiving now on audiovisual materials. Our accounts have been set up, and we are “training” on their online ordering system. The intent is to transition to Ingram January 1 with the new fiscal budget. Another vendor met with was 3M Library Solutions. Their 3M self-checkout system could be timely, and worth investigating, especially for the Children’s Department. And finally, Wowbrary (a library web service that showcases new materials added to the collection) is also worth looking at it. More details on these to follow as I meet with the representatives.
- New Hampshire Library Association Annual Meeting in Hooksett. Demonstration of 3D printing – but cost alone, not for us right now.
- Second day of the New Hampshire Municipal Association Conference in Manchester with other Town Departments. “Right To Know Law” session as the most useful.

Lori Adams made a motion to accept the Director’s Report, seconded by Carolyn Thompson. Motion approved 4-0-0.

Adult Services Librarian Report:

Programming for October:

Recreational Programming

This October our library offered 3 evening programs for adult patrons, including the Idle Hands Craft Group, Pelham Reads Book Club and a special program offered by the New Hampshire Humanities Council: "Lizzie Borden Took an Axe – Or Did She?"

- (4) Idle Hands crafters turned out to paint specially themed Halloween canvases. This program was funded by the Friends of the Library in Pelham (FLIP).
- (7) Pelham Readers came to discuss October's book club pick – "The Ginger Tree" by Oswald Wynd. The book was well received by all group members as well as most of the 8 readers who borrowed the book but were not able to attend the meeting.
- (17) patrons came to see the Lizzie Borden presentation given by Professor Annette Holba of Plymouth State University, former crime scene investigator and present researcher on historical crime and criminology. The program was well received and Professor Holba stayed late to answer many questions from our audience. The program was offered by the New Hampshire Humanities Council (NHHC) and funded by FLIP.

The library offered (3) 'Library Hour' visits to the Pelham Senior Center.

Personal & Professional Development Programming

This month we offered:

- (2) 90-minute morning computer classes
- (7) 1-hour 1:1 computer/device/resume help sessions

Grant Writing for Programming

This month Adult Services applied for and received a \$250 grant from the New Hampshire Humanities Council (NHHC) for a program next January 2015. The program, "(Not So) Elementary, My Dear Watson," will be presented by Dr. Anne McClellan, of the Plymouth State University.

Collection Development

New Purchase Orders

This month, Adult Services added the following materials:

- 42 new fiction and non-fiction titles to our print collection
- 10 new Large Print titles to our print collection
- 18 new titles to our audiobook collection
- 11 new DVDs to our video collection

Adult Services also began planning a major weeding project that will carry through November to make room for new materials in 2015.

New Displays

During October, Adult Services created four new materials displays to enhance circulation, including:

- Witches, Werewolves & Vampires – Oh My! (Fiction/Audiobooks)
- True Tales of Crime and Murder (Non-Fiction)
- Halloween Crafts and Decorations (Non-Fiction)
- Thrillers & Chillers (DVDs)

Circulation was up 691 items (15.5 %) from last October!

Adult Services also completed a massive collection shift that began in September and affected most of the library's non-fiction collection. The objective was to make more space for our growing audiobook and biography collections. Collections moved include Audio, Periodicals, Career & Business Services, Biography and A 300s-A600s.

Adult Services Statistical Data October 2014 – Registered Patrons 6049 ; Circulation: checkouts 3302 ; renewals 959 ; Reserves 175 ; NH Downloadable Books circulation 726 ; Adult Computer Use 582 ; Website Visitors 1,250; Website Hits 4,170; Reference Questions: Research Help 178 ; Computer Help 210 ; NH Downloadable / Device Questions 19 ; Job Help 2; Museum Passes Loaned 13 ; FAX 9; Online Database Usage: Ancestry 527; Britannica inquiries 73; Britannica downloads 22 ; Ebsco Searches 21 ; Ebsco Resources Accessed 66 ; Transparent Language Online 27

Inter Library Loans – ILLs loaned to other libraries: 55 ILLs requested: 44

KOHA - Collection Statistics October 2014: Acquisitions 195; Withdrawn items 63; Processing Donations 12 hours

YA Monthly Report

YA Programs offered: 7; YA Program Attendance: 104; YA volunteer hours: 82/month; volunteers: 12/week; YA computer usage 10/day; XBOX Usage: 5/day teens.

Notes for October:

Teen Advisory Group – 3 meetings - TAG met weekly to discuss and finalize the details of the annual Children's Halloween party and had a small party of their own to celebrate the season and their hard work over the past month. The group decorated the library for the party and prepared activities, crafts, and games for the library's younger patrons. The Halloween party had about 100 attendees this year and TAG did a fantastic job of helping put together and run such a fun event. In addition, further development of TAG leadership for high school members of the group will take place in November.

Anime Club – Anime Club continued its bi-monthly meetings. The club continued fervent discussions of popular anime and manga and began to plan the 2015 "Toshocon" taking place in the spring at the Library. The group continues to be a great help in the development of the YA manga collection that has seen a lot of circulation in the past few months due to their great suggestions. The Anime Club also had a small Halloween party with games and costumes.

Teen Pumpkin Painting – 13 teens came together to paint small pumpkins in celebration of the fall season! They were excited to have a crafty event and produced some awesome works.

Caramel Apple Making – 21 teens excitedly participated in making caramel apples and decking them out as with various candies and other treats. This was the busiest program of the school year thus far.

Upcoming Events:

Teen Artist of the Month – Continuing each month, a teen patron will have their works showcased in the YA area. Currently there are artists with plans to be featured through until February of this year.

Teen Pick of the Week – This is a new display featured in the YA area that has caught the attention of the teen patrons. Each week a new YA title will be featured – as suggested by a patron for their peers.

November 4th – TAG will have a special meeting to come together for a community service project for the Senior Center of Pelham in which they will create pine-cone bird feeders.

November 5th and 19th – Anime Club will continue to host bi-monthly meetings. Members discuss anime, manga, and continue the early planning stages of PPL's own anime convention "Toshocon" – an event first hosted earlier this year.

November 12th – TAG will meet to begin planning community service projects for the holiday season as well as the annual Children's Polar Express event hosted in December that will feature select members of the Teen Advisory Group.

November 17th – *Hunger Games: Mockingjay* Tributes' Party - to celebrate the impending release of the much anticipated next installment of the *Hunger Games* film series, the YA department will host a party to celebrate Suzanne Collin's book trilogy with food, trivia, and games styled (in a much less violent fashion) after the dystopian stories.

Children's Services Report

Children's Area Reference Transactions: 185; Story Times offered: 18; Molly Hobbs Program Attendance (children & adults): 946; Use of Molly Hobbs Room (includes all program usage) 43. Special Children's Programs Offered: 2

Highlights for October:

- **FLIP Book and Bake Sale- well attended, brought in ~\$850 !** Thanks to efforts of Jo Ann and other staff members, we had a broad selection of books and other materials in almost pristine condition for sale. The Boy Scout Troop who held the bake sale also enjoyed a successful day- they sold out of all of their baked goods! They appreciated being able to partner with us and would like to continue setting up at our future book sales.
- **NON-CARVING PUMPKIN DECORATING EVENT-** Definitely a big hit! Over 50+ attendees used paint, glitter, tacks, googlie eyes and lots of glue to decorate their pumpkins. Thanks to funding from FLIP, we were able to provide this fun program at no cost to the Library.
- **New carpet squares-** Thanks to a generous donation from a couple of local carpeting companies, we now have brand new carpet squares for story time use. The children made thank you cards for each company which we mailed off to them.
- **New CD player-** Thanks to a generous donation from Chase Bressett and family, we now have a great new CD player for our popular Listening Center.

- **Annual Story Time Halloween Parade-** Over 80 people in attendance! The time of the parade was changed to accommodate our Kindergarten group and included the Just Two's story timers which contributed to this great turn out. All gathered here at the library and then paraded around the Green visiting the police station where the kids and their families had a brief "Halloween safety" talk. All then moved on to the other town offices and then across to the Fire Station and returned to the library for a Halloween story and then enjoyed party snacks contributed by our wonderful story time families.
- **LIBRARY HALLOWEEN PARTY-** Great job by the TAG tweens again this year! They restructured how the party/event was going to flow throughout the library to ease overcrowding and to utilize our outside space. This was extremely helpful and successful- right down to the "map & schedule of events" that they created for attendees. Event well attended- ~ 150 people!

Upcoming Events for November 2014:

- Saturday, November 15th - Daddy and Donuts Program
- Tuesday, November 18th – Lego My Library Program
- Tuesday, November 18th – Session 2 Story Times begins: "Holidays and Happy Times"
- Tuesday, November 18th – FLIP Meeting

Lori Adams made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Carolyn Thompson. Motion approved 4-0-0.

Unfinished Business:

Entrance way carpeting update – Carpet was installed after some delays on November 20th.

Festival of Trees – Lori Adams made a motion to amend the previous vote made in October 2014 to read "approve the library staff to purchase a tree and decorations up to \$200 for a Polar Express themed tree and to be funded from the General Fund and not Fines and Fees; seconded by Darlene Michaud. Motion approved 4-0-0.

New Business:

- Revenue generating equipment – Xerox payments- It was discovered that the monthly fees for Xerox have been coming out of the operating budget the past few months and should be coming out of Fines and Fees. Correction has been made going forward. Irja will create a checklist / guide to insure money is coming out of the correct accounts.
- Year-end books and materials invoices – spending should be on target for year end.
- Year-end program and non-material expenses – Non-material invoices (mileage, specials) for year end will be paid out of the operating budget.
- Town wide phone system upgrade – VoIP – Irja requested a new phone line / phone be installed in the YA area but was told by those at Town Hall NO due to costs and no available data ports. The Trustees feel that for E911 safety purposes, one should be added. Further research on costs and availability to be done by the Director and trustees.
- Special one day alcohol license discussion – After review of the 1988, 1976 and 1978 Warrant Articles, the Trustees would need to get Selectmen approval in order to apply for a one day liquor license. If approved the Trustees / Friends of the Library would plan a Wine Tasting / Microbrew Fundraiser for the Fall 2015. The Library Director and at least one Trustee would need to become TIPS trained for this event.

- New patron cards and calendar promotion – The new library cards are here. It is \$2 for a lost replacement card or free if they are replacing one of the newer cards that are defective. Free 2015 Calendar Magnets will be given to the first 75 people who sign up for a new card.

During the month of December, the Teen Advisory Group will be collecting donations for the Humane Society in lieu of the lost library card fee.

- Rear exterior walkway lighting – When exiting the backdoor during the evening, it is dark and hard to see the walkway. A battery operated light is not sufficient and if someone hurts themselves, it could result in a workman's comp claim. What is the town's Capital Budget Plan in 2015 for the library? Can the installation of a motion detector light be added to the plan? Further discussion with the Town Hall to be made.
- Staff holiday luncheon – Dec. 11th – Lori Adams made a motion to approve up to \$100 for a Staff Holiday Luncheon to be funded out of the General Fund; seconded by Darlene Michaud. Motion approved 4-0-0.
- Accidental Funds – Lori Adams made a motion to approve a refund of \$100 to Debbie Laffond to correct a deposit that was made in error to the Trustees Account; seconded by Rose Ann Cares. Motion approved 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:33 PM.

Next Public Meeting: December 17 at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson, Secretary
Board of Trustees