

Board of Trustees
Pelham Public Library
October 17, 2012 Meeting Minutes

Call to Order:

The meeting was called to order by Debbie Kruzel at 6:35 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson

Others present:

Corinne Chronopoulos, Director; Annie Seiler, Adult Services Librarian

Approval of Agenda:

A motion to accept the agenda as amended was made by Carolyn Thompson, seconded by Susan Snide. Motion passes 4-0-0.

Secretary's report:

The minutes for the September 12, 2012 meeting were reviewed. Motion to accept the minutes was made by Diane Chubb, seconded by Debbie Kruzel. Motion passes 4-0-0.

Treasurer's report:

The September Treasurer's report was reviewed.

For September:

The beginning balance of the trustees' bank account was \$16,768.80.

Deposits of \$ 393.02 were made in September.

Expenditures of \$5,708.73 were made during the month.

The end of the month balance in the account was \$11,453.09.

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 October Director's report was reviewed.

Budget: Budget passed through Budget Committee review. If approved in March it will be the first time the library budget has increased since 2008.

The budget for 2012 is in great shape. There will be at least \$4,000 left in the salary line. Corinne is evaluating the remaining funds and will be making special purchases in a few areas. She would like to purchase additional eReaders if funds permit as there is a demand for them at this time.

Diane Chubb made a motion to accept the purchase of two new Kindle eReaders at \$79 each, seconded by Carolyn Thompson. Vote in Favor 4-0-0.

The digital camera that the library currently uses needs to be replaced with a new one as it is no longer working. Corinne did some research and would like to purchase a digital new Panasonic Lumix camera.

Debbie Kruzel made a motion to accept the purchase of a new camera for the library, seconded by Diane Chubb. Vote in Favor 4-0-0.

Building/Equipment Maintenance:

Light repairs to the walls in the Children's area are underway. A volunteer is patching, sanding and painting.

The rug in the front entryway will be replaced sometime soon.

Materials for the Teen Gaming Area have been purchased including a flat screen, chairs, XBOX and rug. XBOX games will be bought until all monies are expended from the approved funds for this project.

Integrated Library System Update:

The contract has been signed and paid with ByWater Solutions. They have begun the migration and set-up of our test environment. This is a phased project. We will create our new database, test it, train the staff and then move to a final migration and GO Live on January 21, 2013. All staff are being involved in the change. Our ByWater migration specialists have migrated data from libraries running Athena 8 times.

FLIP:

A meeting took place on October 16, 2012 @ 6:30pm. The Book Sale brought in \$400. The group's latest goal is to canvas local businesses and increase membership. We have 4 business members so far. They are planning a tremendous Chocolate Gala event for February 8th. Door prizes and a weekend getaway trip will be raffled off. The FLIP recently paid for 24 new plastic chairs for the children's area.

Staff: Annie Seiler has joined us as Adult Services Librarian. Training is complete and Annie is well on her way to integrating with the staff and assuming the job duties. She will be working towards hosting technology courses starting up in November.

Lori Merrill Shalin was a successful speaker at the YALSA conference. Marilyn and Debbie attended the CHILIS conference. Annie attended the NELA conference this week. Professional development opportunities were offered to everyone on staff this year and the library is reaping the benefits. Creative ideas and the general wisdom of the NH librarians are valuable to our library.

A staff meeting was held on October 11th. The staff continues to work on customer services and presenting themselves as professionals. Dress code and behavior at the desk were reviewed. Inclement weather procedures were discussed and it is Corinne's goal to keep the library open. Staff will take ETO if they choose not to drive in when it is snowing and if the library remains open. Technology competencies were revisited and staff needs ongoing training with eReaders and some basic computer technologies.

Staff has completed their reviews and Corinne is meeting with everyone to review their goals and plans for 2013. She encourages the BOT to use the review form submitted earlier in the year for the staff to review her once she has completed her first 6 months as Director.

NH Reads: Three Big Read events: the kids book club, the Teen Poe Party and the Haunted Raven walk. Patrons are loving the Poe programs!

Lego League: The library FLL team is thriving. They are partnering with other teams in town. Recently they visited the Senior Center to talk about challenges faced by seniors. This will help them with the research portion of the FLL challenge, which is the Senior Solutions Theme. Corinne continues to meet with Coach Steve and provide weekly team building activities.

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 September 2012 Adult Services Statistics: Registered Patrons 53, 900. Monthly Circulation total 4,924. Adult Computer use 325. Ancestry Database Usage 3686 unique searches. Website Hits 3643. Total Museum Passes loaned 15. Two adult programs in September with an attendance of 14. Law/meeting room non-library use 100.

September 2012 Collection Statistics: Acquisitions 230; Withdrawals 22. End of month count: Titles 30487; Copies 31289.

September 2012 ILL Statistics: Loaned 58; Borrowed 28.

60 boxes of books leftover from FLIP sale donated to Got Books; time sorting donations 20 hours.

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

Children's Librarian Report

The highlight of the month was the door and office addition upstairs in the library. The door on the Molly Hobbs Room is containing the noise from all the fun and games that occur in that space and it is now a closed, safe space for little ones.

Story Times for the 2012-2013 school year have begun. The overall theme for this year's story times is Discover. In conjunction with this theme, the theme for September was "Discover Your Past." The kindergarten lunch bunch wrote letters to their grandparents asking them how different things were when they were young. A special story time to honor grandparents was a success and everyone enjoyed stories and crafts.

On September 18, the second grade class from St. Patrick's School came for a library tour. They did a scavenger hunt locating various resources throughout the library.

Our teen TAG Group has grown to 28 kids; 18 attended the first meeting of the school year. The first event they will be helping with is the 3rd annual Library Halloween party for the younger children.

The YA event for this month was "Pie making for the teens". Ten teens gathered in the Molly Hobbs Room to make apple pies from scratch. They all had a great time.

5 volunteers contributed 38.5 hours for the month. We had three new volunteers from the High School and Miss Debbie has made a connection with the guidance counselor, Don Mullen, at PHS with an opportunity to collaborate on programs for and by the teens.

Upcoming Events for October 2012:

Saturday, October 6 – Daddy and Donuts; Thursday, October 9. TAG; October 18 – Teen Poe Party; October 23 Halloween Pumpkin Story Hour at 6:00pm; October 25 – Halloween Party

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

Old Business

Invoice from Mr. Soucy: Invoice for supervision of library renovations was received for \$1,050. Letter to withdraw funds from the Trustees of Trust Fund was submitted. Funds will be expended from the Library Renovation Fund.

Evergreen Tree donation:

Tree was planted and a thank you note was sent to the Pelham Garden Group.

Diane Chubb inquired about the possibility of the local Brownie Troop planting a garden around the tree as a community service project. Who do they need to get approval from? Would it be the Selectmen as the tree was donated to the town? Diane will follow up with the Brownie Troop

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

Beaudoin Money: \$47,000 is being deposited into Trustees Account and to then be withdrawn and placed in the Trustees of the Trust Fund in the Anna Beaudoin Trust Account. Funds from interest only can be spent and to be used for books only.

Recruitment of New Trustee: Trustees discussed filling the vacant Trustee position. Are there any patrons or members of the community that would be willing to serve?

New Business:

Personnel Issue: New Hampshire Employment Services Hearing has been cancelled and the matter has been closed.

Sealed Minutes procedure: Non Public minutes will be printed, sealed and filed in the Library Director's office and a backup copy will be stored on a USB drive.

Thanksgiving Hours: Request to close the library on the Wednesday before Thanksgiving at 12:00 PM as well as being closed on Thanksgiving Day and that Friday. Diane Chubb made a motion to approve the request and seconded by Debbie Kruzel. Vote 4-0-0.

eReader device purchases: In addition to the two new Kindle eReaders approved for purchase, we discussed the long range technology plan for additional eReader devices. Possibility of adding a Nook and an ipad as optional devices as well as a Leap Frog tablet for kids. The devices we have on hand are in high demand. Each device currently has about 80 books preloaded on them.

eReader policies were approved as amended by Diane Chubb and seconded by Susan Snide. Vote 4-0-0

Trust Funds: We discussed the possibility of allocating the Noreen Brown Trust Fund to be placed in a Capital Improvement Only Fund. These monies would be restricted to renovations only and would allow us to apply for future CIP grants. Corinne will contact Enterprise Bank, the Auditor and the Trustee of the Trust Funds to see if the BOT are able to vote on this.

New Adult Services Librarian: "Get to Know Your New Adult Services Librarian" gathering was planned as an opportunity to give Annie Seiler a warm welcome to Pelham Library and the community. The meet and greet will take place on November 1 from 4:30 PM – 6:00 PM.

Teen Incident: On Friday October 12, 2012, 3 students were banned from the library for stealing a decorative cat from the children's area and were caught throwing it into the river. Their parents need to meet with Corinne prior to being allowed back into the library. Letters were sent on October 16th to the parents and Corinne will notify the Police Resource Officer of the situation as well.

Public Meeting Adjourned: The meeting was adjourned by Chair, Debbie Kruzel, at 7:55 PM.

Next Public Meeting: Wednesday, November 14, 2012 4:00 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson
Secretary
Board of Trustees