

Board of Trustees
Pelham Public Library
October 15, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Lori Adams at 6:29 PM.

Members present: Lori Adams, Cindy McGhee, 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 5-0-0.

Secretary's report:

The minutes for the September 17, 2014 meeting were reviewed. A motion to accept the minutes was made by Lori Adams, seconded by Cindy McGhee. Motion approved 5-0-0.

Treasurer's report:

The September, 2014 Treasurer's report was reviewed.

For September:

The beginning balance of the trustees' bank account was \$ 13,752.72

Deposits of \$ 703.68 were made in September.

Expenditures of \$ 545.67 were made during the month.

The end of the month balance in the account was \$ 13,910.73

Lori Adams made a motion to accept the September Treasurer's Report, seconded by Rose Ann Cares. Motion approved 5-0-0.

Interim Director's report:

Staff:

Staff members are encouraged to participate in organizations or attend trainings offered to them that are in line with their job description. Rebecca is a member of READS (Reference and Adult Services) and has been elected vice-president of the organization. She will take over as president late next fall. Debbie Laffond is a member of CHILIS, (CHILDren's LibrarianS of NH). Jennifer Rafferty has an interest in cataloging and in addition to working many hours on the service desk, also manages the interlibrary loans. She is a member of a listserv which relates to these topics. The staff is energized and looking forward to working with new director, Irja Finn.

Documentation for incoming director has been assembled. Input from Corinne Chronopoulous's notes and updates gathered since June will help the new director become acclimated.

Building Maintenance Plan and Equipment:

Elevator - The inspection document for the elevator was mistakenly mailed to the Town Hall office. It has been retrieved and displayed in the elevator.

Alarm - A new alarm has been installed at the side door nearest the pergola. The alarm only rings in the building. Staff has been trained on how to disable and the enable the alarm. Suggest that the trustees and FLIP members become familiar with this process.

Patio -The patio corners were disturbed when the pergola was installed. This has been fixed and we also now have a drawing of the construction of the pergola. The document was scanned and is online.

Printer in the public area stopped working the last week of September. It was 11 years old but it appears that what hastened its demise was the use of recycled paper. Recycled paper was being used as a cost cutting measure and was ill advised. Irja and Rebecca worked with the Help Desk people and now have the copier networked to the public printers and the fee is now 15 cents a page. A month to month monitoring of this economics of this change would be useful.

FAX machine - A new fax machine has been purchased and already being used by patrons.

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

Adult Services Librarian Report:

Programming for September:

Rebecca resumed "**Library Hour @ the Senior Center,**" toting books and DVDs over so that patrons with access to the Senior Center via the bus route could take advantage of library offerings once every other Wednesday. This raised the question of whether or not it might be arranged to have the bus stop at the library as well (whether once a week or regularly).

Popular programs such as *Book Club* and *our Idle Hands Craft Group* met for the first time since last May, contributing to a total Evening Program turnout of 12. **Banned Books Week** occurred from September 21-27, and 14 patrons participated in the "Banned Books Bingo" program. In addition, library staff members each "sponsored" a banned book by writing a small blurb about why banning books is bad practice, and why their book in particular was a useful contribution to literature. These blurbs appeared, along with photos, on a book display within the library as well as on the library website and Facebook pages. Many people commented on the postings, which generated a fair amount of web traffic.

September was also *National Library Card Month*, and Pelham celebrated by holding a library card sign-up drive as well as offering free library card replacements to patrons who updated their contact information. This resulted in 59 new library members as well as 131 updated contacts, for a total participation of 190.

In September, Rebecca also resumed computer classes and 1:1 sessions for computer and eReader training as well as resume assistance. Five computer courses were offered and two were held – three were cancelled due to no signups. Rebecca also held 9 individual sessions for a total of 20+ hours instruction time in September.

Meeting Rooms played host to a number of clubs this month, for a total attendance of 102. Among the clubs were Lego League, Out of Film Productions, Forever Filmmakers, Scrabble Club, daytime knitters, evening knitters, a parenting support group and several other small groups.

Adult Services Statistical Data September 2014 – Registered Patrons 6010 ; Circulation: checkouts 3426 ; renewals 1162 ; Reserves 184 ; NH Downloadable Books circulation 566 ; Adult Computer Use 578 ; Website Visitors 1,278; Website Hits 4,278; Reference Questions: Research Help 227 ; Computer Help 175 ; NH Downloadable / Device Questions 15 ; Job Help 4; Museum

Passes Loaned 14 ; Online Database Usage: Ancestry 2761; Britannica inquiries 2; Britannica downloads 5 ; Ebsco Searches 55 ; Ebsco Resources Accessed 23 ; Transparent Language Online 53

Inter Library Loans – ILLs loaned to other libraries: 78 ILLs requested: 58

KOHA Collection Statistics September 2014: Acquisitions 263; Withdrawn items 40

YA Monthly Report

YA Programs offered: 3; YA Program Attendance: 28; YA volunteer hours: 80/month; volunteers: 13/week; YA computer usage 2/day; XBOX Usage: 2-3/day teens.

Notes for September

September saw an immense increase in overall attendance as well as an increase of programs brought on by the return of the two formative clubs offered by the Young Adult Area: the Teen Advisory Group (TAG) and the Anime Club. TAG now consists of 16 middle school and high school students ranging from the ages of 12 to 16. This year TAG will also have a small group of four officers – all high school students that have been involved in TAG previously and have contributed their great ideas and time in the years past. Currently, TAG is almost all new members from last school year and Anime has a steady group of about 10 members who have contributed significantly to the development of the YA manga collection.

September was also “National Library Card Sign-Up Month.” To celebrate this, the YA area hosted a “library card raffle” in which any teen patron who either replaced a lost or damaged card or acquired their first card would have the opportunity to enter a raffle for free admission passes to Pelham’s Chunky’s Cinema. In total, there were 3 new card sign-ups and 15 replacements.

In conclusion, during the month of September, facing the influx of interest in acquiring community service hours at the library, a new volunteer structure was developed to help high school students fill their 40 hour service requirements. With this new structure, there are now volunteers assigned to help during specific time periods in the afternoons, evenings, and weekends either up or downstairs assisting either Debbie or Rebecca with tasks. This structure has helped to organize the library’s volunteers and make sure there is extra help when and where it is needed throughout the week.

Upcoming Events:

Teen Artist of the Month – Building off of the adult artist of the month, the teen artist of the month was developed earlier in the year by staff members and will come to fruition in October as the first teen artist’s work will be featured in the YA area throughout the month of October.

October 21st – Pumpkin Painting – 15 teens have the opportunity to register to paint pumpkins, provided by the library (as funded by FLIP) and show off their creativity by decorating and decking out their pumpkins with paint and other craft supplies.


October 22nd – Anime Club – the Anime Club will enjoy a ‘cosplay’ (costume) party celebrating Halloween by dressing up, playing games, and activities.

October 29th – TAG meeting – TAG will meet once more to finalize details for the Children’s October 30th Halloween party as well as have a small celebration of their own.

Children's Services Report

Children's Area Reference Transactions: 170; Story Times offered: 13; Molly Hobbs Program Attendance (children & adults): 529; Use of Molly Hobbs Room (includes all program usage) 33. Special Children's Programs Offered: 2

Highlights for September:

- **New season of story times has begun-** 4 story times each week for children ages infant-6. Yearly theme "Did You Know?". Year divided into 4 sessions- 3 eight week sessions and one 5 week session. Each session is followed by a 2 week hiatus to allow for planning and regular library functions.
- **Daddy and Donuts-** Marilyn is once again presenting these Saturday story times for working families who might not otherwise have an opportunity to attend a library story hour event. There were 12 participants at her first get together!
-  - This new club meets once a month to build with Legos! (Not to be confused with the Lego League group!) There is a theme each month to structure the creations, a display space for completed projects and book choices to support each theme. There are 27 kids participating in this event and we have a waiting list of 12!
- **Old Home Day-** The Friends of the Library participated in this town wide event again this year. We offered a bookmark making craft, Rebecca and I issued new and replacement library cards and we encouraged new members to join FLIP. It was also Irja's first library event involving the public and provided a great opportunity for her to "meet and greet" Pelham residents.

Upcoming Events for October r 2014:

- Saturday, October 4th- FLIP Book and Boy Scout Bake Sale
- Saturday, October 4th - Daddy and Donuts Program
- Tuesday, October 14th – Lego My Library Program
- Tuesday, October 21st- "Non-Caving Pumpkin Event"
- Tuesday, October 21st – FLIP Meeting
- Wednesday, October 29th- Story Time Halloween Parade around the Green
- Thursday, October 30th- "8th Annual Children's Halloween Party" sponsored by TAG

Friends of the Library: The October FLIP Book Sale was a great success. Over \$900 was raised from the sale of books and the Boy Scouts also had a successful Bake Sale. Thank you to all.

Unfinished Business:

Entrance way carpeting update – Carpet choice has been made and ordered. Installation will occur at the end of November.

New Business:

Festival of Trees - The staff would like to donate a tree to the Festival of Trees. Ms. Debbie has suggested The Polar Express Theme. Rose Ann Cares made a motion to approve up to \$200 to purchase a tree and theme related decorations, book and DVD to be taken out of Fines and Fees; seconded by Darlene Michaud. Motion approved 5-0-0.

Staffing and Schedules – Mary Hammar has gone off to college and Teresa has been filling in her hours on Saturdays but due to scheduling conflicts Teresa has asked not to be scheduled on Saturdays. Nicole will pick up the extra weekend hours allowing her to cross train on the front desk.

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) personnel was made at 7:30 PM by Lori Adams, 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; Irja Finn – yes.

Lori Adams made a motion to exit non-public session at 7:48 PM, seconded by Carolyn. Motion approved 5-0-0.

Roll call: Lori Adams – yes; Cindy McGhee – yes; Carolyn Thompson – yes; Darlene Michaud – yes; Rose Ann Cares – yes; Irja Finn – yes

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

Email Communication – The Trustees will continue to use the gmail account created for communication between Trustees and Library Director.

Public Fax and Printing – Public printing downstairs now is directed to the Xerox Copier at .15 cents per page. The new Fax Machine has been set up as an outbound fax only; \$1 for the first page and .25 cents for each additional page.

Bar Codes Library Cards – The supply of new library cards is low. Irja received a quote from Vanguard ID / Reliance Label for 1500 cards at the cost of \$750. The current cards currently being used are separating and need to be replaced. Lori Adams made a motion to approve the purchase of new library cards in the amount of \$750 to be taken from Fines and Fees, seconded by Carolyn Thompson. Motion approved 5-0-0.

Alarm Codes – It was recommended by the Town that each Library employee have her or his own Alarm code for the Library; the Cleaning Company will also have a unique code. The Trustees will have one code for the entire board to use. It was also discussed if the building should be rekeyed.

Bi-weekly Report - The Town is now requesting a Bi-weekly report from the Library Director. The last time a report was ever submitted to the town was back in 2006. It was agreed by the Trustees that the report generated by the Director on a monthly basis be forwarded to the Town Administrator as they detail the happenings at the library.

Budget Line Item Correction – A line item correction to be made for Petty Cash Receipts in the amount of \$98.49 to be moved from Library Budget Line 625 Expenses to be reallocated to Line 690 Library Specials.

Great Stone Face Books – Lori Adams made a motion to amend the amounts approved for the purchase of Stone Face books from \$270 to \$279.73 and the Isinglass book invoice from \$197 to \$110.99; seconded by Cindy McGhee. Motion approved 5-0-0.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 8:45 PM.

Next Public Meeting: November 19 at 6:30 pm, Pelham Public Library

Respectfully submitted,
Carolyn Thompson

Carolyn Thompson, Secretary, Board of Trustees