

Board of Trustees  
Pelham Public Library  
September 12, 2012 Meeting Minutes  
Approved October 17, 2012

Call to Order:

The meeting was called to order by Debbie Kruzel at 6:30 pm.

Members present:

Diane Chubb; Susan Snide; Debbie Kruzel; Carolyn Thompson

Others present:

Corinne Chronopoulos, Director

Approval of Agenda:

Corinne asked to add discussion of letter received from NHES (New Hampshire Employment Services) to the Agenda. A motion to accept the agenda as amended was made by Susan Snide, seconded by Diane Chubb. Motion passes 4-0-0.

A motion to enter NON-PUBLIC SESSION under the provisions of RSA 91-A:3 II(a) personnel was made at 6:37 pm by Debbie Kruzel and seconded by Susan Snide to discuss filing of paperwork requested by the NH Employment Security. Vote in favor 4-0-0.

Roll call: Debbie Kruzel– yes; Diane Chubb – yes; Susan Snide – yes; Carolyn Thompson - yes; Corinne Chronopoulos – yes

Non-public session

Debbie Kruzel made a motion to exit non-public session at 6:52 pm, seconded by Diane Chubb. Motion in favor 4-0-0.

Roll call: Debbie Kruzel– yes; Diane Chubb – yes; Susan Snide – yes; Carolyn Thompson - yes; Corinne Chronopoulos – yes

Debbie Kruzel made a motion to seal the non-public minutes at 6:53, seconded by Susan Snide. Motion in favor 4-0-0.

During the non-public session, the Trustees voted to respond to the letter requested by the NHES.

Secretary's report:

The minutes for the August 15, 2012 meeting were reviewed. Motion to accept the minutes was made by Carolyn Thompson, seconded by Debbie Kruzel. Motion passes 4-0-0.

Treasurer's report:

The August Treasurer's report was reviewed.

For August:

The beginning balance of the trustees' bank account was \$17,045.88.

Deposits of \$ 66.48 were made in August.

Expenditures of \$943,56 were made during the month.

The end of the month balance in the account was \$16,768.80.

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

Director's Report:

The August Director's report was reviewed.

Building Maintenance:

Renovations are complete. There were a few issues but Pinnacle resolved everything. They have invoiced us for the amount of \$9,500.

Letter drafted by Susan Snide, Treasurer, to expend monies from the Library Renovation Fund for the renovations to the Molly Hobbs room as well as to the Children's Librarian's new office.

Xerox Machine:

Don at DEM has installed the data jack to allow for the networking. It now will increase the ability of the machine to do scanning and networking capabilities. He submitted an invoice for \$367.24

Integrated Library System Update:

No word has come from the State. Corinne proposed we move forward with contract proposal from Bywater. Migration will start immediately and the new system will be launched sometime in November. It is a one year contract and the staff is behind the change. Patron input was also given. This is an open source solution and will be a long term value to the library.

Costs involved install, migration of data and customization – one-time fee of \$3,000. Annual support is \$2,500. One-time training is \$1,750 – five webinar modules and webinar training videos for patrons. The webinars will be available for any incoming staff as well.

Diane made a motion to accept the contract and expend the monies from the Fines and Fees line for a one time fee of \$3,000 and \$1,750 for training and to add an annual line item of \$2,500 for the ILS annual support fee. Debbie Kruzel seconded. Motion passes 4-0-0.

Trustees authorized Corinne to sign contract as Director.

FLIP:

A meeting took place on September 11, 2012 @ 6:30pm. We are gaining Friends at a rapid pace. Flip has a Book Sale coming up on September 22, 2012.

Officers for FLIP were elected at last night's meeting.  
President - Gloria Walsh, VP – Catherine Somma, Secretary – Rosemarie Graham, Treasurer – Adel Cerri, Membership Coordinator – Kathleen Vincent.

Lego League:

The First Lego League team is thriving. Corinne hosts team building exercises with the group each week. The group is collaborating monthly with Jamie Kosa's FLL team. Corinne is going to contact Jim Greenwood to see if he will feature the group on PTV to highlight the grant.

Staff:

A staff meeting was held on September 6, 2012. Expectations for professional presence behind the desks was discussed. Staff was reminded to keep customer satisfaction as the number one goal.

LRP:

Corinne has been working on the long range plan. The ACES group will be participating in some aspect. They are planning to meet once in the fall, again after the holidays and one final time to complete the plan. Corinne is recruiting patrons and community members, board members and a staff liaison for the committee.

NH Reads:

The materials from the NH Reads grant has arrived. The library is hoping to have 100 patrons participate in some aspect of the program. There are five events planned for all ages to highlight the work of Poe.

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

### Children's Librarian Report

Summer Reading Program: The program for 2012 concluded in August. There were 283 children registered in total – a new record. They read an amazing 7600 books throughout the summer months!

The library hosted two big events that were attended by a combined total of 125 patrons:

Water Day: approximately 50 kids and adults came out to the third annual Water Day. There were contests, games and challenges that all involved getting wet.

Magic with Norman Ng was the SRP finale event which was sponsored by a \$400 grant from the New Hampshire State Library Kids, Books and the Arts program monies. Norman, an accomplished magician from Maine, was once again a big hit.

Pelham Robotics League: Their first meeting was held on August 9<sup>th</sup>. Steve Hayes, a retired HP engineer is mentoring the program for those patrons who have signed up for the club.

Ice Cream Social: Held on Tuesday afternoon, August 21<sup>st</sup> for the Night Owls SRP group. This group was given the challenge to build the biggest ice cream cone they could. One scoop of ice cream was

added for each book read. A group of about 15 participants read over 70 books. So on that Tuesday they collected their reward.

The remainder of the month was taken up by library tasks – weeding and reorganizing children's collection, creating a curriculum for story times for the new year, developing program ideas, etc.

8 volunteers contributed 54 hours for the month. A great big thanks to all of them.

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

## Old Business

### Construction Offer:

The trustees were informed by Corinne that Roland Soucy did oversee the project daily. When it was complete she asked when he would be billing us for his work for overseeing the renovation project. He was unsure about what she was asking and would speak to Tom about it.

### Evergreen Tree donation:

A request from the Pelham Garden Group to the Library Trustees was received via the Selectmen. Approval for an evergreen tree to be planted on the village green was granted. Carolyn Thompson made a motion to accept the tree, seconded by Diane Chubb. Vote in favor 4-0-0.

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

### Board Postions:

Debbie Kruzel was elected as Chair and Carolyn Thompson was elected as Secretary.

## New Business:

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?

ILS – The following changes were made to the Interlibrary Loan Services:

Materials published during the last six months from the current date are not eligible for interlibrary loan, as most libraries prefer to keep new items for their library patrons.

The borrower will be notified as soon as the status of their requested material is known and/or

Interlibrary loan is part of the services brought to us by the NH State Library and the Interlibrary Loan Van Service and paid for in part by a grant from the U.S. Institute of Museum and Library Sciences. The library encourages timely return of ILL materials to assure we honor other NH library due dates and policies. Keeping an ILL book beyond the due date jeopardizes our ability to borrow from a lending library in the future.

Limit: none 3 items at a time

Maximum Fine: \$10.00 ~~\$5.00~~ (ten ~~five~~ dollars) per item. Replacement fees will be charged for lost items.

A motion to accept as amended was made by Susan Snide, seconded by Diane Chubb. Vote in favor 4-0-0.

Public Meeting Adjourned: The meeting was adjourned by Chair, Debbie Kruzel, at 7:58 PM.

Next Public Meeting: Wednesday, October 17, 2012 6:30 pm, Pelham Public Library

Respectfully submitted,

*Carolyn Thompson*

Carolyn Thompson  
Secretary  
Board of Trustees