

Board of Trustees
Pelham Public Library
Draft September 18, 2013 Meeting Minutes
Approved at the October 16, 2013 meeting)

Call to Order: The meeting was called to order by Carolyn Thompson at 6:03 PM.

Members present: Susan Snide, Lori Adams, Robert Atwood, Angela Hinkle, Carolyn Thompson.
Others present: Corinne Chronopoulos, Director

Approval of Agenda:

A motion to accept the agenda was made by Susan Snide and seconded by Carolyn Thompson. Motion passes 5-0-0.

Secretary's report:

The minutes for the August 21, 2013 meeting were reviewed. Motion to accept the minutes as amended was made by Robert Atwood and seconded by Carolyn Thompson. Motion passes 5-0-0.

Treasurer's report:

The September 2013 Treasurer's report was reviewed.

For August:

The beginning balance of the trustees' bank account was \$11,817.39.

Deposits of \$616.13 were made in August.

Expenditures of \$200.00 were made during the month.

The end of the month balance in the account was \$12,233.72.

The balance in the Brown Trust was marked as 0, but it is really \$879.49, and the error did not affect the math of the balance.

The Board requested that 0-balance trust funds be removed from the monthly reports.

Cindy Kelley, Finance Director of Pelham, suggested Excel is unwieldy for reporting and recommended QuickBooks or Peachtree (about \$250-\$300). The Board considered moving to a similar software in January, especially seeing that the town has a Peachtree consultant we could access help from, if necessary.

Carolyn Thompson made a motion to purchase finance software up to \$350.00 and implement it by January, paid out of fines and fees, seconded by Angela Hinkle. Motion passes 5-0-0.

Angela Hinkle made a motion to accept the August Treasurer's Report, seconded by Lori Adams. Vote in favor 5-0-0.

Director's Report:

FLIP

FLIP wants to encourage college-bound readers or people going back to school or take classes. Robert Atwood had the idea to ask the board of FLIP for two \$500.00 scholarships for traditional-age (up to 25) and non-traditional (adult) for schooling. Robert plans to do more research before the next FLIP meeting, the second Tuesday in October, to discover how other programs award scholarships.

The Old Home Day event was successful. Now FLIP is looking for book donations and baked goods for the October 5 bi-annual book sale.

Building Equipment Maintenance

John Killian submitted a verbal quote of \$800-\$900 to paint the wall going up the stairs over a two-day period, without staging.

Carolyn Thompson made a motion to hire John Killian for the quoted (up to \$900.00) paint job. Lori Adams seconded. Motion passes 5-0-0.

Corinne wants to turn the area where books are currently sold downstairs into a Business and Career Services Center. She proposed the purchase of a nice wooden reading table, a quality piece of furniture from Gaylord (\$1060.00) with laminate top. The Board discussed trying to test-run the furniture we already have in the space. However, Corinne also asked for money to purchase signage akin to that found throughout the library announcing the various sections.

Carolyn Thompson made a motion to approve up to \$125.00 to be spent on letters for the Business and Career Services Center, seconded by Angela Hinkle. Motion passes 5-0-0.

Corinne has been wanting to update the library website, currently on WordPress/currently on .com. The difference at WordPress.org is we'll have to pay for hosting, but we'll get more customization and more professionalism. There would be a lot of user testing involved in the transition.

Robert Atwood made a motion to approve up to \$379 to transition to WordPress.org, seconded by Angela Hinkle. Motion passes 5-0-0.

A group of librarians from Henniker heard about the Pelham Library and came to visit and observe. They offered to buy an unused printer for \$100.00. That money will go into the "other" fund next month.

The new YA librarian, Rebecca, is proving positive, organized, and communicative.

Corinne requested the Board to approve a \$40.00 check be written to serve as Rebecca's registration fee for the NH Library Association (coming out of the Brown Trust, which is for anything).

Carolyn Thompson made a motion to write a \$40.00 check for Rebecca's NHLA registration, seconded by Lori Adams. Motion passes 5-0-0.

Carolyn Thompson made a motion to accept the Director's report, and Angela Hinkle seconded. Motion passes 5-0-0.

Staff Updates:

Request for Non-Public Session to discuss staff updates

A motion to enter **NON-PUBLIC SESSION** under the provisions of NH RSA 91-A:3 II (a) Personnel was made at 7:54 PM by Susan Snide and seconded by Carolyn Thompson. Vote in favor 5-0-0.

Roll call: Lori Adams – yes; Susan Snide – yes; Robert Atwood – yes; Carolyn Thompson – yes, Angela Hinkle – yes, Corinne Chronopoulos – yes

Robert Atwood made a motion to exit non-public session at 8:06 PM, seconded by Carolyn Thompson. Vote in favor 5-0-0.

Angela Hinkle made a motion to seal the minutes, seconded by Carolyn Thompson. Vote in favor 5-0-0.

Adult Services Librarian Report:

Programming:

A total of 72,820 pages were read by all 20 participants in the Read to the Center of the Earth summer reading challenge, over a seven week period. All participants won prizes.

On the 8th, a Privacy Round Table was held in response to the recent news of privacy rights and NSA oversight. Based on a forum guide published by the American Library Association, Annie led a discussion in which five people talked about the different players in privacy and security, as well as what they could do as individuals to control their personal information. The program received positive feedback.

Two people attended a TEDTalk program on education, one of whom was the school board superintendent. Book club attendance this month was 11 people, the highest number in quite some time.

Craft group also met this month, with three people attending pillowcase-stenciling night.

Upcoming Programs:

(Scrabble and Knit groups meet weekly)

September 4: Library Hour

September 6: Introduction to Computer Class

September 16: Anime Club

September 18: Library Hour

September 19: Barbara Walsh Author Talk

September 20: Introduction to Social Media

September 24: Adult Book Club – Song of Solomon

Other Projects:

Friday computer classes start up again in September, with a focus on computers, social media, Microsoft Word, and Microsoft Excel. I will offer eReader training after January.

The Teen Anime Club is attracting more members. Annie is encouraging them to create their own illustrated books, and hopes to have a place where they can transfer their works to a digital format in the near future.

National Banned Books Week is in September. To celebrate, Annie created a series of Bingo cards for people to fill out, which will encourage them to explore titles that they may not have otherwise picked up. The people who get Bingo will win a banned book-themed button, and if someone reads their entire card, will win prizes left over from the summer reading program. So far people are excited about this and like recalling books that they have read and learning about why they were challenged around the country.

Another contest being held is a Dia de los Muertos photo/essay contest, in which teens and young adults are invited to take a photo of a historic grave in Pelham, or one of their own ancestor's graves, and write a short essay about who that person was and what they did during their life. Winners of the contest will be announced on November 1, along with having a Dia de los Muertos celebration at the library, complete with skull face painting and sugar skulls to celebrate our ancestors.

Children's Services Librarian Report:

The summer reading program "Dig into Reading" ended this month. While the number of registrants was not as high as last year, the children participated with enthusiasm and seemed to have a great time!

The annual Water Day Celebration was successful. 50 participants enjoyed various water-related activities on a hot, summer Friday morning on the side lawn of the library. There were 7 teen volunteers who helped set up for this big event, ran the activities, handed out popsicles and then stuck around to clean up.

The Summer Reading Finale Event with Steve Blunt drew a big crowd. This event, sponsored by FLIP and a KBA grant featured singer/entertainer Steve Blunt. His hour long performance featured a variety of sing-along children's songs and funny anecdotes.! Families were invited to bring a dessert to share around the new picnic tables.

"You Did It!" was a celebration and awarding of medals for the children who participated in the reading challenge. Judging by the number of books read- 1371, this program was a success. Many parents reported that the "challenge" component of this type of program was very useful in encouraging their children to read.

A Red Cross Babysitting Course was offered again this summer. Despite the increase in cost for this program, \$85 up from \$55 for previous classes, 20 kids spent the day in the Molly Hobbs Room learning the basics of First Aid and techniques and strategies for being a successful babysitter.

Corinne and Annie spent some time at the end of August sprucing up the Teen Area in anticipation of the return of the kids. They cleaned, rearranged furniture, replaced signage and posters, and ordered some wall decals to make the area teen friendly and welcoming.

Upcoming Events for September, 2013:

Tuesday, September 10th
- Story times begin!

Monday, September 16th
- Anime Club

Tuesday, September 17th
- TAG first meeting of the year

Saturday, September 14th
- Library participates in Old Home Day

Saturday, September 21st
- Daddy and Donuts resumes for another year!

Monday, September 23rd
- Teen/ YA Photo Contest "Historic Gravesites in Pelham"

Thursday, September 26th
- Volunteer Orientation

Lori Adams made a motion to accept the Adult and Children's Services Report, seconded by Carolyn Thompson. Motion passes 5-0-0.

Unfinished Business:

Carolyn sent email to Victor regarding the status of the internet filters and ccd Corinne There has been no response as of yet.

New Business

After a conversation with James McKenna, Corinne is planning to make time in the schedule for winding the clock.

The staff is in need of eight new chairs. The Board proposed Corinne reaches out to office supply stores to see if they can “test drive” sample chairs before purchasing.

Corinne would like to order a new magazine rack, so she will be doing research in that department.

Corinne proposed the addition of a projector policy so patrons 18+ could borrow the projector over night for group presentations. It is not for home use.

Susan Snide made a motion to accept the projector policy as amended within 30 days, seconded by favor. Motion passes 5-0-0.

Corinne is going to wait on lost and paid for disbursement until closer to December.

In the next meeting, Corinne will mention circulating the laptop in-house.

The Board ran through the Final Budget Review to be held at the Elementary School. Lori and Corinne will present.

Public Meeting Adjourned: The meeting was adjourned by Carolyn Thompson, at 8:35 PM, seconded by Angela Hinkle. Vote in favor 5-0-0.

Next Public Meeting: Wednesday, October 16, 2013 at 6:00 pm, Pelham Public Library

Respectfully submitted,

Angela Hinkle
Secretary, Board of Trustees