

Board of Trustees
Pelham Public Library
September 17, 2014 Meeting Minutes

Call to Order: The meeting was called to order by Lori Adams at 6:42 PM.

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

Others present: Carol Roberts, Interim Director; Irja Finn, Incoming Director; Rebecca Crockett, Adult Services Librarian

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 August 20, 2014 meeting were reviewed. A motion to accept the minutes as amended was made by Lori Adams, seconded by Cindy McGhee. Motion approved 5-0-0.

Treasurer's report:

The August, 2014 Treasurer's report was reviewed.

For August:

The beginning balance of the trustees' bank account was \$ 13,183.87

Deposits of \$ 569.38 were made in August.

Expenditures of \$ 0 were made during the month.

The end of the month balance in the account was \$13,753.25

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

Interim Director's report:

Staff:

Scheduling of staff for week days and Saturdays through the end of October is complete. Also, for the convenience of staff members, time off around the holidays was granted and staffed where needed.

Managed background check materials and new hire information for Nicole Goolishian (YA librarian) and Irja Finn (Director).

Adjusted online staff calendar for ease of printing.

Building Maintenance Plan and Equipment:

*Lighting in parking lot – timer on lights have been adjusted as it is getting darker earlier

*Security cameras - adjusted

*Water usage – The July bill was over \$600 due to the watering of the Children's Garden, a caregiver watering of trees planted in the back / side of the Library.

*Automatic door opener - The mechanism on the outside fixture failed. A ticket was submitted to the Help Desk- repair service contractor was contacted and repair completed.

As a result of a walk through by Brian McCarthy in August, maintenance and upkeep is improving.

*The regular cleaning people have been instructed not to leave the mop and bucket in the back door entry way as it tends to block egress.

*Carpets in the back staff room and back entry were cleaned as was the carpet and the rubber backed rug in front of the circulation desk. We are advised to roll up that rubber backed one every night so the carpet under it can breathe.

FAX machine issues - It repeatedly jams or gives false information as to whether the document was sent. We direct people to other fax machine locations. The machine needs to be replaced.

The door near the pergola needs to have an alarm – arranged with DEM to set this up.

Documentation for incoming director: Director's reference manual updated, Refresh flash drive information and set up Help Desk account; Outlook; and KOHA

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:

Adult Services Statistical Data August 2014 – Registered Patrons 5951 ; Circulation: checkouts 4005 ; renewals 1108 ; Reserves 186 ; NH Downloadable Books circulation 684 ; Adult Computer Use 544 ; Website Visitors 1,161; Website Hits 4,288; Reference Questions: Research Help 227 ; Computer Help 126 ; NH Downloadable / Device Questions 7 ; Job Help 1; Museum Passes Loaned 44 ; Online Database Usage: Ancestry 2616; Britannica inquiries 9; Brittanica downloads 11 ; Ebsco Searches 49 ; Ebsco Resources Accessed 36 ; Transparent Language Online 33

Adult Programs: 1; Adult Program Attendance: 18 Law Meeting Room Non-Library Attendance: 70

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

KOHA Collection Statistics: Acquisitions 237; Withdrawn items 19; Donation Sorting 6 hours (gathering donations for the fall book sale.)

YA Monthly Report

YA Programs offered: 0; YA Program Attendance: 0; YA volunteer hours: 50; volunteers: 5; YA computer usage 2/day; XBOX Usage: 2-3/day teens.

Notes for August:

School began on Wednesday, August 27th and thus there was an increase in computer and Xbox usage, as well as materials being checked out, on a regular basis.

Since the teens have returned there have been, on a daily basis, 12 to 16 patrons in the YA area after school making use of the computers, Xbox, nonfiction section for homework, as well as an increase in volunteers that have begun regular 2-hour shifts on Monday through Friday assisting Adult Services Librarian Rebecca and Children's Librarian Debbie in various tasks and projects as well as a large amount of shelving and shelf-reading.

Now that the school year is in full swing, attendance in the YA area has increased significantly.

Upcoming Events:

Beginning in September, The Anime Club and Teen Advisory Group will both start up again following the summer break. In September Anime Club will meet on the 10th and 24th while TAG will meet on the 17th. Thus far, 14 teens have applied to become a part of TAG and Anime Club promises to feature many of its loyal members from previous years.

Also, to celebrate National Library Card Sign-Up Month, the YA area will be hosting a raffle to encourage teens to either replace or acquire a library card.

Children's Services Report

Children's Area Reference Transactions: 219; Story Times offered: 0; Molly Hobbs Program Attendance (children & adults): 277; Use of Molly Hobbs Room (includes all program usage) 14. Special Children's Programs Offered: 5

Highlights for August:

New Young Adult Librarian, Nicole Goolishian started August 4th!- Nicole is a great addition to our staff, has fit in well and has proven to be efficient, creative and friendly- Welcome, Nicole!

Watermelon Day- Hot, sunny day- great turn out! Activities supported by teen volunteers and included taste testing; seed spitting, watermelon bowling, watermelon painting and Watermelon Tic Tac Toe. Hannafords contributed all supplies including watermelon sherbet with chocolate chip "seeds".

Water Day- Lots of opportunities to get wet and have fun with water- marble retrieval with toes in tub of water, water relays, water sprinkler game like Musical Chairs, chalk game of Ring Toss with wet sponges, magic painting of library building. Again the day was a success because of the teen helpers and their enthusiasm.

"Spin, Pop, Boom" program by Mad Science of New Hampshire- Another great program by this organization- well developed and implemented by capable, knowledgeable staff. Huge hit with the kids and families. This program was possible due to a grant from Kids, Books and the Arts of New Hampshire and a contribution from FLIP.

TOT Camp Visit- 22 children and their counselors came for library visit, stories, and crafts. This community outreach is an annual event with the Tot Program of the Parks and Rec Summer Camp.

"You Did It!"- Celebration of the children who completed their summer reading contract challenge. 204 children participated in the contract challenge (children signed contracts in June pledging to read a certain number of books over the summer). These kids read a total of 3488 books! The top reader read 110 books and we had 3 children who read over 100 books. Participants were awarded reading medals and a certificate and all at the event enjoyed ice cream cake donated by Hannafords.

Upcoming Events for September 2014:

Thursday, September 4th- Lego League begins

Saturday, September 6th- Daddy and Donuts Program

Tuesday, September 9th- "Children's Library Hour" for 3's and 4's begins

Wednesday, September 10th- "Lunch Bunch" story time begins

Friday, September 12th- "Book Time For Babies" and "Just Twos Story Time" programs begin
Saturday, September 13th- Old Home Day. Library is represented by a FLIP table
Tuesday, September 16th- "Lego My Library" after school Lego program begins

Statistics for Summer Reading Program 2014:

Number of children who registered/participated in summer reading program: 210
Number of children who participated in our Reading Contracts program: 205
Number of books read over the summer: 5434
Number of new library cards issued June- August 2014: 179

Lori Adams made a motion to accept the Adult's Services, YA, and Children's Services Reports, seconded by Cindy McGhee. Motion approved 5-0-0.

Friends of the Library: They prepared for Old Home Day and the upcoming Book Sale on October 4th. Two of their members recently attended a Murder Mystery Night at a neighboring Library to get ideas for the Friends of the Library in Pelham's 2015 Murder Mystery Gala event.

Unfinished Business:

MRI Director Search Contract – Lori Adams spoke with Don at MRI to finalize the fees for services rendered through Municipal Resources. Because the Trustees used only a portion of the services contracted for the Library Director search, he is providing us with a discount of \$1,100. The remaining amount due is \$850. MRI also requested feedback from the Trustees as to what they liked about the process and what they would change.

New Business:

Large Print Collection Donation: \$100 – Library Patron, Ms. Carol Price donated \$100 for the purchase of Large Print Books for the Library. Lori Adams made a motion to accept the donation of \$100 for Large Print Collection books, seconded by Darlene Michaud. Motion approved 5-0-0

Rebecca Crockett, Adult Services Librarian, made a request for the Board of Trustees to match the donation of \$100 for Large Print books. Lori Adams made a motion to accept the request for additional funds to purchase Large Print books in the amount of \$300 from the Gage Trust Fund, seconded by Rose Ann Cares. Motion approved 5-0-0.

Great Stone Face Book Order – A request for funds to cover the cost of this year's Great Stone Face book order was made by Debbie Laffond, Children's Librarian. Lori Adams made a motion to approve the purchase in the amount of \$270; funds to be taken from the Gage Trust Fund Account, seconded by Cindy McGhee. Motion approved 5-0-0.

Isinglass Book Order – A request for funds to cover the cost of the Isinglass book order for the YA area was made by Nicole Goolishian, YA Para Librarian. Lori Adams made a motion to approve the purchase in the amount of 197; funds to be taken from the Gage Trust Fund Account, seconded by Cindy McGhee. Motion approved 5-0-0.

New Checks for BOT checking account – Cindy McGhee, Trustee Treasurer, made a request for approval to purchase new checks. Lori Adams made a motion to accept the purchase of new checks up to the amount of \$25, seconded by Carolyn Thompson. Motion approved 5-0-0.
Welcome Letter – Cindy McGhee wrote a letter welcoming Irja Finn as our new Library Director. Rebecca Crockett, Adult Librarian, agreed to post it on the Library's website.

Public Meeting Adjourned: The meeting was adjourned by Lori Adams, at 7:55 PM.

Next Public Meeting: October 15th at 6:30 pm, Pelham Public Library

Respectfully submitted,

Carolyn Thompson

Carolyn Thompson, Secretary, Board of Trustees