

**Pelham Library Board of Trustees
Minutes of December 16, 2015 Meeting**

Present: Darlene Michaud, Rose Ann Cares, Lori Adams, Irja Finn

Meeting Called to order: 6:29

Approval of Agenda:

Agenda was accepted with one update: Add Professional Development request
Darlene Motioned to accept the Agenda, Lori seconded. Accepted 3-0-0.

Entered Non-Public at 6:30

Entered Public at 6:40

Approval of Minutes:

November Minutes accepted with no updates
Lori Motioned to accept November's minutes, Rose seconded. Accepted 3-0-0.

Review of Reports:

- **Treasures report for November**
Discussed using Trust Funds and best way to use these funds: Leased books, updating Children's collection.
Discussed that trust funds designated as for "anything" would be used to address space issues at the library facility. Irja to contact her referral who works with libraries on maximizing existing space.
Rose motioned to request \$3500.00 from Beaudin to be used on leasing and large print books. Lori seconded. Accepted 3-0-0.
- **Directors report November/December**
- **Adult Services November/December**
- **Tech Services November/December**
- **YA Services November/December**
- **ILL Services November/December**

Darlene Motioned to accept the reports Rose seconded. Accepted 3-0-0.

Unfinished Business:

Eagle Scout Project: Michael Porter estimates he will be completed his Eagle Scout Project.

Email /event notifications: have seen an increase in Open rates on our email notifications. Still want to explore if Constant Contact is a better tool for email/event notifications.

2016 Library Holidays: 10 holidays were agreed on and will be written into the policy handbook. There will be 7 fixed holidays and 3 floating holidays. The Policy will need to be rewritten as well as probation section. Irja will search for an electronic copy of the policy. This may be a good opportunity for a HS student to earn community service hours.

Lori Motioned to accept requested Holidays to be rewritten in the policy Rose seconded.
Accepted 3-0-0.

Board of Trustee opening: Lori will reach out to Carol and ask her if she would be interested in the 2 or 3 year position.

New Business:

2016 Programming: Brainstormed about events including Paint and sip nite, which would require an alcohol permit. Changes to the Book Club, Sunday programming and a tentative plan to book an event in March, Irish music.

Professional Development request for Nicole: Nicole presented us with a request to attend 2 classes through the American Library Association, which will cost \$350.00

Lori Motioned to distribute \$350.00 from the operating budget. Rose seconded. Accepted 3-0-0.

Meeting Called to Close: approx 8:20

Next meeting:

BoT will meet for our January meeting as scheduled on the 21st of January at 6:30 at the Pelham Public Library

Respectfully Submitted,

Darlene Michaud

**Recording Secretary
Pelham Public Library
Board of Trustees**

Please see appendix for original Reports from head of departments.