

**Pelham Library Board of Trustees
Minutes of March 16, 2016 Meeting**

Present: Carol Beland, Darlene Michaud, Rose Ann Cares, Lori Adams, Cindy McGhee, Irja Finn

Meeting Called to order: 6:39

Approval of Agenda:

Agenda was accepted with the following updates:

Under New business:

PPL Trustee page RSA discussion posting minutes for 2016, and ownership.

Lori Motioned to accept the Agenda with updates, Rose seconded. Accepted 5-0-0.

Approval of Minutes:

February Minutes accepted with no updates

Lori Motioned to accept minutes, Rose seconded. Accepted 5-0-0.

Review of Reports:

- **Treasures report**

Cindy is reaching out to the Trustees of the Trust Funds to understand distribution. She will plan on attending their next meeting.

- **Directors report**

Water Leaks took up a lot of Irja's time this past month. She is still unsure how repairs will be paid by insurance. We will plan on inviting town manager Brian to next month's meeting.

Irja talked about her meeting on Emergency Operations Planning.

Currently working with the senior center for programming and outreach.

- **Adult Services**

- **YA Services**

- **Childrens**

- **Tech Services**

- **ILL Services**

Lori Motioned to accept the reports Cindy seconded. Accepted 5-0-0.

Unfinished Business:

Space Study: A Space study was done on February 27th and a proposal for solutions was submitted by Moriah Gavrish. We agreed to prioritize some of our top needs and have some designs drawn up. Irja will follow up.

Lori Motioned to spend up to \$455.00 for Designing drafts, Darlene seconded. Accepted 5-0-0.

Policy manual: Rose has worked on the policy manual and has suggested the following: Remove the index, as there is already a table of contents, remove probationary policy as this is not relevant. Discussion and cleanup of ‘types of employees’ and updates to standard hours of week. Rose will continue to work on the draft, and a subcommittee will be formed to assist Rose.

Performance reviews: Reviews for hourly employees are done and raises are given. Discussion on pay matrix, we need to review the state data to create steps/ranges. Shelved to the April meeting.

Position Posted: Irja posted the position of Assistant Director. She will keep us updated on interviewing.

New Business:

NHLTA: This year's NHLTA Conference will be attended by Rose, Lori, and Irja.

Board of Trustees Roles: Welcome to Carol Beland, our newest Trustee. We agreed to continue in our current roles and Carol agreed to be a Liaison to FLiP.

Children’s Request for Funds: Betsy has requested \$500.00 to continue improvements to the Children’s collection. We have already seen a rise in circulation since she has been on board and identified a need for improvements.

Lori Motioned to withdraw \$500.00 from Beaudoin trust for Children’s collection improvements, Darlene seconded. Accepted 5-0-0.

Meeting Called to Close: approx 8:39

Next meeting:

BoT will meet for our April meeting as scheduled on the 20th 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.

FEBRUARY 2016

Library Trustee Account (Enterprise Bank)

Trustee Accounts	Beginning	Deposited	Spent	Balance	Notes
General Fund	\$637.36	\$785.00	\$0.00	\$1,422.36	\$15.00 water refund, \$370 Tunes for Tots, \$400 Meditation
Fines & Fees, & Income Generating Equipment	\$3,390.37	\$383.55	\$1,083.16	\$2,690.76	Deposits: \$ 233.60 Fines & Fees \$149.95 From Equipment; Withdrawals: chk # 417 \$995.00 RT,I inv # 195860, chk # 418 \$88.16 Ingram, inv # 60958281, c
Lost & Paid For	\$102.82	\$41.99	\$46.28	\$98.53	chk # 419 \$23.14 Ingram inv # 66666941, chk # 420 \$23.14 Ingram inv # 60963979
FLIP Money/Programs	\$9.40	\$0.00	\$0.00	\$9.40	
Fundraising/Grants					
Children's Garden Donation	\$104.27	\$0.00	\$0.00	\$104.27	
Anime Donation	\$3.26	\$0.00	\$0.00	\$3.26	
Donation and Match for Large Print Books	\$29.44	\$0.00	\$0.00	\$29.44	
Trust Fund Income					
Beaudoin (books)	\$1,862.51	\$0.00	\$0.00	\$1,862.51	
Seavey (books)	\$0.00	\$0.00	\$0.00	\$0.00	
Brown (anything)	\$1,002.46	\$0.00	\$0.00	\$1,002.46	
Gage (books)	\$0.00	\$0.00	\$0.00	\$0.00	
Bank Interest	\$4.19	\$0.12	\$0.00	\$4.31	
TOTAL Acct Balance	\$7,146.08	\$1,210.66	\$1,129.44	\$7,227.30	

TRUST FUND BALANCES

	31-Dec-13 AVAILABLE TO EXPEND	31-Dec-14 AVAILABLE TO EXPEND	31-Dec-15 AVAILABLE TO EXPEND	Balance (restricted principle not taken out) 1/1/2016
Charles Seavey books only	\$ 6,757.97	\$ 7,297.99	\$ 4,989.61	\$5,989.61 (\$1,000 restricted) \$4,989.61 expendible
E & E Chalifoux: book only	\$ 1,860.28	\$ 2,325.85	\$ 2,046.91	\$7,046.91 (\$5,000 restricted) \$2,046.91 expendible
Frank Woodbury; anything	\$ 8,758.09	\$ 9,669.34	\$ 9,097.65	\$14,097.65 (\$5,000 restricted) \$9,097.65 expendible
Mary Gage; books only	\$ 300.84	\$ 394.61	\$ 344.72	\$1,344.72 (\$1,000 restricted) \$344.72 expendible
Noreen Brown; anything	\$ 30,411.91	\$ 25,319.15	\$ 23,999.06	\$36,015.06 (12,016 restricted) \$23,999.06 expendible
Sherman Hobbs; anything	\$ 1,356.70	\$ 1,805.85	\$ 1,557.10	\$6,557.10 (\$5,000 restricted) \$1,557.10 expendible
Anna Beaudoin; books only	\$ 9,064.17	\$ 13,347.50	\$ 9,308.80	\$56,575.24 (\$47,266.44 restricted) \$9,308.80 expendible
TOTALS	\$ 58,509.96	\$ 60,160.29	\$ 51,343.85	

DISBURSEMENTS

Spent \$2000 in each of Seavey and Beaudoin from Trust fund disbursements in 2015.

Spent \$7500 from Brown in Trust fund disbursements in 2014.

LIBRARY RENOVATION FUND AS OF DECEMBER 31, 2015 \$ 5,261.91 **No restricted principal**
 Renovation Fund was established in 2000 from Warrant Article #25
 In 2005 it was changed to include the ADA from Warrant Article #34

**Director's Report
Library Board of Trustees
February 2016 Report**

FY16 Budget:

- Default budget still on track.

Building, maintenance and equipment:

- A boiler leak over the long President's Day Weekend consumed an enormous amount of my time this month. Dehumidifiers and fans were in place for twelve days. Some areas required having a 12" section of wall board removed.
- Awaiting the Town's contractor to provide Town Administrator with an estimate for repairs, who will then negotiate with the insurance adjuster.

Collections:

- Due to the water leak, all the fiction and large print books on the bottom shelves were relocated to the Technical Services office.
- The Leased Book Collection circulated 79 times, from an inventory of around 110.
- Non-fiction saw an increase of 142 new circulations. We are still trying to analyze and adjust our non-fiction purchasing strategy. Surprisingly several NYT Non-Fiction Best Sellers have not gone out. We are now featuring them at the Circulation Desk.
- Audiobook circulation was exactly the same as February of 2015. This may be the next area that needs an infusion of new materials/funding.

Staffing:

- Sunday Librarian Emily Classon is training on PPL products, policies and procedures. She has agreed to offer a Non-Fiction Book Discussion on Sundays.
- The entire Town, including the library staff, attended Blood Borne Pathogen training presented by Property Liability Trust. The Town will be providing bio hazard cleanup kits to all departments to have on hand.
- I attended an all day workshop on drafting an Emergency Operations Plan (EOP), presented by the NH Department of Homeland Security.
- Our monthly staff meeting was consumed by Blood Borne Pathogen training, and weeding/shifting projects as all library staff could not attend the BBP training together.
- With Rebecca's resignation, several staff assigned to her major responsibilities. Weekday Book Discussion groups - Jen and Michelle, Adult Reports - Kristyna, Tech Drop In - Jen, Emily and Nicole and Betsy as needed. Collection Development - Irja, Webpage, Facebook, email lists, promotional materials are a group effort.
- Performance reviews for the part-time employees completed in time for Town Meeting.

- Several Library Assistants will now support the ILL Librarian with some of the less complex tasks in the process. This will allow Jen more time to offer Tech Drop In, prepare for Book Club, and work on Circulation Manager Reports.

Outreach/Programming:

- Currently working with the Senior Center Director, to offer a six week Memoir Writing Workshop in the May/June time frame. The Council on Aging would pay \$20 towards the copay for their members.
- ToshCon preparations are underway for Saturday, April 16th. We are keeping the building open an hour longer, until 3PM to accommodate all the activities.
- Loosely planning programming for Sundays (April – June) should it pass.

Respectfully submitted,

Irja S. Finn

Irja S. Finn, Director

March 14, 2016

2016	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR END
PROGRAMMING													
Adult Programs	12	14											26
Adult Program Attendance	121	109											230
Adult Non-Library Programs	7	6											13
Adult Non-Library Attendance	53	41											94
TOTAL COMMUNITY USAGE:	193	170	0	0	0	0	0	0	0	0	0	0	363
ELECTRONIC RESOURCES													
ONLINE SERVICES:													
Website Viewers	1145												1145
Website Views	3577												3577
Facebook Fans	638	647											1285
ONLINE DATABASE USAGE:													
Ancestry	1904	1778											3682
Britannica Searches	199	9											208
Ebsco Searches	90												90
Transparent Language Online	1	10											11
TOTAL DATABASE USAGE:	2194	1797	0	0	0	0	0	0	0	0	0	0	3991

2015	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR END
PROGRAMMING													
Adult Programs	5	8	5	3	4	7	5	8	6	11	7	10	79
Adult Program Attendance	8	40	28	27	17	58	31	84	25	67	52	128	565
Adult Non-Library Programs	9	16	11	7	6	9	6	2	8	8	7	7	96
Adult Non-Library Attendance	44	64	47	118	48	111	27	18	42	63	64	93	739
TOTAL COMMUNITY USAGE:	66	128	91	155	75	185	69	112	81	149	130	238	1479
ELECTRONIC RESOURCES													
ONLINE SERVICES:													
Website Viewers	918	1245	1,108	1006	909	1028	1235	1263	1625	2657	6281	863	20138

Website Views	5,294	4524	5,100	4070	4172	4269	4419	4261	4822	5602	2780	2736	52049
Facebook Fans					551	571	590	611	614	628	633	633	4831
ONLINE DATABASE USAGE:													
Ancestry	6720	7126	6900	7254	1665	2275	2443	2528	1772	1734	1674	1918	44009
Britannica Searches	33		190	26	120	24	4	0	0	36	109	12	554
Ebsco Searches	34	40	119	59	48	56	75	98	90	173	164	136	1092
Transparent Language Online	47	39	22	16	28	33	5	44	36	28	45	7	350
TOTAL DATABASE USAGE:	6834	7205	7231	7355	1861	2388	2527	2670	1898	1971	1992	2073	46005

2014	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR END
PROGRAMMING													
Adult Programs	8	5	5	2	2	1	1	1	7	8	6	4	50
Adult Program Attendance	39	72	58	33	28	8	18	18	42	35	27	128	506
Adult Non-Library Programs	3	2		2	5	4	3	6	9	9	7	5	55
Adult Non-Library Attendance	42	41		95	59	28	22	70	102	159	101	59	778
TOTAL COMMUNITY USAGE:	92	120	63	132	94	41	44	95	160	211	141	196	1389
ELECTRONIC RESOURCES													
ONLINE SERVICES:													
Website Viewers	968	938	1,188	1053	1053	1089	1346	1161	1278	1250	971	953	13248
Website Views	3,541	3622	4,706	3436	3436	4425	5508	4288	4278	4170	3056	3436	47902
ONLINE DATABASE USAGE:													
Ancestry			5366	877	877	1060	5018	2616	2761	1527	1462	877	22441
Britannica Searches			80	53	53	13	148	11	5	73	224	53	713
Ebsco Searches			137	52	52	9	61	49	55	66	70	52	603
Transparent Language Online				29	29	127	345	33	53	27	22	29	694
TOTAL DATABASE USAGE:	0	0	5583	1011	1011	1209	5572	2709	2874	1693	1778	1011	24451

2013	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR END
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2016	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR END
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February 2016: YOUNG ADULT SERVICES REPORT

Programming Overview	# of Meetings	Date(s)	Attendance
Anime Club	3	2/3/2016	13
		2/17/2016	6
		2/24/2016	5
Fandom Friday	2	2/12/2016	6
		2/26/2016	1
Monday Movie: Scorch Trials	1	2/8/2016	Cancelled - Weather
Monday Movie: Scorch Trials (Rescheduled)		2/29/2016	12
Teen Advisory Group	1	2/16/2016	6
Teen Advisory Group: Wayback Valentine's Day Party	1	2/10/2016	14
Teen Craft Group: DIY Bath Bombs	1	2/9/2016	10

Total Programs: 9

Total Attendance: 73

Passive Initiatives	Length of Initiative	Date(s)	Participants
Heart Raffle by TAG	9 Days	2/3/16 - 2/12/16	12

Young Adult Area Usage	Users
Computer	154
X-Box	22

Volunteers	
# of Volunteers	7
# of Volunteer Hours	43

Circulation: Montly Overview	Feb-16	Feb-15
General Fiction	19	34
Mystery	2	3
Horror	5	1
Sci-Fi	19	23
Fantasy & Paranormal	26	32
Manga & Graphic Novels	70	29

Nonfiction	5	1
X-Box	11	4
YA Display	6	N/A
Total	163	127

Upcoming Events: March 2016 & Beyond

Anime Club

Fandom Friday

Teen Advisory Group

Teen Coloring @ the Library

Monday Movies: Ant-Man

Teen Craft Group: Yarn Chandeliers

Teen Advisory Group Bake Sale

ALA Teen Tech Week: March 6th-March 12th

April: Toshococon (A Teen Fandom Convention)

May: Rolling Video Games

February 2016: CHILDREN'S SERVICES REPORT	Number of Meetings	Date(s)	Attendance
Programs			
Baby Time	3	2/2/2016 2/9/2016 2/23/2016	5 5 10
Preschool Story Time	3	2/1/2016 2/22/2016 2/29/2016	25 12 15
Totally Twos Story Time	4	2/3/2016 2/10/2016 2/17/2016 2/24/2016	29 22 28 16
Daddies and Donuts	1	2/13/2016	21
Legos at the Library	4	2/4/2016 2/11/2016 2/18/2016 2/25/2016	9 16 18 25
Movie Showing: Shaun the Sheep		2/22/2016	18
Passive Programming: Decorate Valentine Hearts			57
Tunes for Tots*	5	2/1/2016 2/3/2016 2/8/2016 2/10/2016 2/17/2016	15 36 20 25 31
* not a library sponsored event			
Total Programs: 20		Total Participation: 458	

- Upcoming Programs for March**
- Baby Time
 - Preschool Story Time
 - Totally Twos Story Time
 - Daddies and Donuts
 - Legos at the Library
 - Maker Monday

Interlibrary Loan Statistics

	Borrowed by us						Lent by us					
	2016	2015	2014	2013	2012	2011	2016	2015	2014	2013	2012	2011
January	80	39	30	10	32	14	42	45	76	38	34	47
February	62	26	44	44	35	50	50	93	81	51	71	54
March		45	43	22	25	31		66	65	72	74	94
April		40	64	28	34	25		56	79	83	66	52
May		53	39	20	35	55		81	66	45	58	70
June		56	40	28	26	24		79	68	54	43	48
July		53	49	42	52	25		60	82	65	56	30
August		46	58	19	23	61		76	70	81	59	57
September		77	50	46	28	16		95	86	75	58	52
October		73	44	38	33	35		55	56	65	45	40
November		42	37	36	19	11		62	48	71	74	55
December		35	42	23	10	16		46	69	59	48	48
Total	142	585	540	356	352	363	92	814	846	759	686	647

Total Borrowed & Lent by Month						
	2016	2015	2014	2013	2012	2011
January	122	84	106	48	66	61
February	112	119	125	95	106	104
March		111	108	94	99	125
April		96	143	111	100	77
May		134	105	65	93	125
June		135	108	82	69	72
July		113	131	107	108	55
August		122	128	100	82	118
September		172	136	121	86	68
October		128	100	103	78	75
November		104	85	107	93	66
December		81	111	82	58	64
Total	234	1399	1386	1115	1038	1010

Respectfully Submitted,

Jennifer Rafferty
ILL/Circulation Librarian