

**Pelham Library Board of Trustees  
Minutes of September, 2015 Meeting**

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

**Others Present:** Jane Beane, Becky C

**Meeting Called to order: 6:35**

**Flip Group talk:**

The flip wanted to thank the library staff for supporting their booth at Old Home Day.

**Approval of Agenda:**

Agenda was accepted with 1 update, add Email notification under new business.

Lori Motioned to accept the revised Agenda, Rose seconded. Accepted 4-0-0.

**Approval of Minutes:**

Agenda was accepted with 4 updates, bolded text represents correction:

Under Flip Group Talk: “Flip **meets** a couple times...”

Under Approval of minutes: “Addition of **the** review.....”

Under Debbie Laffond’s Resignation: “Irja has suggested a gift to the library in **Debbie’s** name.”

Under Library Positions: “Irja has added 2 new people to staff, **Cathy** Burns, who is general library assistant and **Kari** Roulet,”

Lori Motioned to accept the revised Minutes, Rose seconded. Accepted 4-0-0.

**Review of Reports:**

- **Treasurers report reviewed;** Move deposit of \$168.16 which was profit from the Blues festival from the Brown account, to the General fund. (Treasurers report reflects update).
- **Directors Report reviewed;** Expense will be in the Red by October. Patron Commented on lack of Handrails on the steps of the library. Darlene Motioned to have Irja follow up with the Town on a request for rails to be added, Rose seconded. Accepted 4-0-0.  
Discussion on renovations the Library would like to see, what they may include and how we go about getting them planned. Lori made a motion to have Irja will work with Brian and the Planning Board, Rose seconded. Accepted 4-0-0.  
Discussed donation funds to the Eagle Scout project and we decided that this is not the best idea, as this would be funding a gift that the library will receive. This would also set precedence that we would be willing to donate to other town projects. We also rejected the idea of adding a link on our Library Home page, to the ‘go fund me page’ which would also support this project.
- **Adult services Report reviewed**
- **Children’s Report reviewed**
- **ILL Report reviewed**
- **Technical Services**
- **Young adult services Report reviewed**

Lori Motioned to accept the Reports as submitted, Cindy seconded. Accepted 4-0-0.

**Unfinished Business:**

**Lockdown procedures:** These should be released in October with no further input from Department heads.

**Library Positions:** The Children's Librarian position has had some good applications received by Irja, with 3 strong candidates and 2 good candidates. Irja will follow up with phone interviews this week.

**New Business:**

**Library Positions:** Library Positions: Irja proposed hiring Kristina Savard as a Library Assistant Substitute. This will help with the hours that needed to be covered since Nicole took on the YA position. Lori Motioned to approve, Cindy seconded. Accepted 4-0-0.

**Festival of Trees:** Tag will take on this responsibility this year with the support of the YA Librarian.

**Review of Behavior Policy:** A review of the policy was done and will be kept as is with no updates. The review comes at time that Irja has had to consult it due to issues with a few teens in the after school hours.

**Personnel Policy Review:** An ongoing review of the Trustee manuals will take place at our monthly meetings. A review was done on the Personnel Policy, Article 3, and an update will be made to remove the Probationary period section 3.6.

Lori motioned to approve updates to the Personnel policy, Cindy seconded. Accepted 4-0-0.

**Meeting Called to Close: approx 8:50**

**Next meeting:**

BoT will meet for our October meeting as scheduled on the 15<sup>th</sup> of October 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.**