

**Pembroke CIP Committee  
Meeting Minutes  
August 4, 2010, 7:00 PM**

**I. Call to Order** – Gerry called the meeting to order at 7:10 PM.

**II. Attendance**

*Members:* Gerry Fleury, Chair and Budget Committee Rep.; Tina Courtemanche, Selectmen Rep.; David Sheldon, Alt. Selectmen Rep.; Rosemarie Michaud; Dianne Schuett; Bryan Christiansen

*Others:* David Jodoin, Town Administrator;

*Excused:* Ron Nowe, Planning Board Rep.; Bill Hamilton

**III. Approval of Minutes**

A motion to approve the minutes of July 28, 2010 was made by Gerry, seconded by Rosemarie, and passed by unanimous vote.

**IV. Library 2011 Capital Needs**

Present to discuss Library 2011 Capital needs were Cindy Stosse, Library Director and Pat Fowler, Chairperson, Library Trustees.

The installation of a handicapped automated door in the amount of \$1,900 is being requested. It was suggested by Gerry that this item be included in the Library's 2011 Operating Budget under Repairs/Maintenance. Cindy pointed out that funds are still needed for painting where the repairs were made the exterior of the building. Dave Jodoin indicated that he will add a new line item to the library's budget which will separate out janitorial and related supplies. This will give a clearer picture of the funds actually in the repair/maintenance budget.

The Library is also requesting a Detection System in the amount of \$27,775 to stop theft of materials. The following questions had previously been prepared by Gerry and sent to library personnel in an effort to gain a better understanding of the detection system and why they feel it's necessary.

How many volumes are in the library inventory and what is its acquisition value?

*Total volumes = 24,417*

*Value = \$515,000*

How long has the library been losing materials to theft?

*The library has always had missing and unreturned materials. An inventory process did not begin until 2006 however two complete inventories are now done each year.*

How many volumes have been lost each year and what is the per year cost associated with those volumes?

<i>Year</i>	<i>Lost Items</i>	<i>Avg. Replacement Cost</i>
2006	198	\$ 2,772
2007	259	\$ 4,403
2008	319	\$ 6,380
2009	378	\$ 8,316
2010	574	\$14,350

*The original actual purchase price for the above was \$8,828. The sections showing the most significant losses are DVD's, Fiction, and JNon-Fiction. The replacement value of the lost items so far this year will exceed the library's annual budget for materials.*

Have police reports ever been filed on losses?

*When the value/fine amount exceeds \$50, the police are asked to make a home visit. Currently there is one patron who owes over \$200 in materials and fines and will be prosecuted.*

Does the library have insurance for the types of losses it is incurring? If not, is it available and what would it cost?

*The library does not have insurance and to Cindy's knowledge, it is not available. She asked this question throughout the State with all responses being no.*

Assuming that the \$28,000 was approved, if a theft in progress were detected, what would the staff do?

*If the alarm sounded for theft, the person would be detained and the item checked. If a theft was determined, the police would be notified and if a minor, parents contacted.*

Is the library prepared to prosecute violators when they are caught?

*Yes. The library will prosecute any violators.*

Has the library considered the public relations impact of going after thieves?

*Going after thieves, as with patrons with overdue fines, is a positive reflection on the library. Most patrons do not want to see items "walking out" especially when they want them.*

When asked what the percent of unreturned books versus theft is, it was determined that the percentage of unreturned books was small in comparison to theft.

When asked how much of the loss would be replaced, Cindy indicated that she would like to replace 80% of the missing items.

Other options for loss control specifically DVD's were discussed such as possibly relocating the discs behind the counter.

Several other questions were raised regarding the detection system including maintenance/service agreements, what can go wrong and how often. It was suggested that the library obtain some input from other libraries with a similar system before this items appears before the Budget Committee.

Cindy indicated that only the most popular items will require the security device.

Other items discussed pertaining to the library included capital reserve funds for reference materials, reinstatement of the \$3,000 annual book budget, and compressor replacement. Gerry suggested that the library consider adding these items as CIP requests. The standard CIP form should be used.

**V. Other Business**

Dave Jodoin will forward via e-mail, Police and Fire CIP requests. Police will include two replacement police cruisers, one of which will be an admin. vehicle, with both vehicles estimated at (\$66,901), and video camera upgrade (\$10,200). Fire will include additional capital reserve funds for the future Quint purchase and a boat/motor/trailer (\$8,500).

Dave Jodoin announced the Board of Selectmen decision to move forward with the Broadway Reconstruction Project. He suggested that this be bonded for in the 2011 budget.

Gerry suggested that the committee think about trust fund balances as it is their responsibility to rank the items before them and review where the funds will be coming from. He encouraged the committee to review the vehicles up for replacement at the police department in great detail and to use good judgment when considering the need for replacement.

The next meeting is scheduled for August 11<sup>th</sup> and will be held at the Safety Center.

**VI. Adjournment**

A motion to adjourn at 8:20 PM was made by Dianne, seconded by Rosemarie, and passed by unanimous vote.