

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING**

January 21, 2009

Approved 2/18/09

LIBRARY TRUSTEES PRESENT: Frank Davis, Chair; Pat Fowler, Vice Chair; Peggy Topliff, Cindy Menard, Treasurer; Terri Caplette, Alternate Library Trustee; Marie Brezosky, Alternate Library Trustee; Rosemary Nunnally, Alternate Library Trustee, Joyce Heinrich, Alternate Library Trustee

ABSENT:

STAFF: Susan Gifford, Recording Secretary; Cindy Stosse, Library Director; Heather Tiddes, Assistant Librarian

Chairman Davis opened the meeting at 6:30 p.m.

CITIZEN COMMENT – none

REVIEW AND APPROVAL OF MINUTES

Motion: Peggy Topliff moved to approve the minutes of December 17, 2008 as corrected (page 1, Joyce Heinrich was present, arrived late; second column “for the second December manifest”; page two under Friends, Joyce Heinrich came “to report” a \$500 donation). Pat Fowler seconded.

VOTE: PAT - Y TERRI - Y PEGGY- Y
 FRANK - Y CINDY – Y

MINUTES OF DECEMBER 17, 2008 APPROVED AS CORRECTED ON A 5-0 VOTE

CORRESPONDENCE –

TREASURER'S REPORT

Town Administrator David Jodoin – Library Funding – New Town Administrator David Jodoin met with the Library Trustees to discuss library fund, and the accrued liability for vacation time carried forward that the Town of Pembroke has recorded for 2008. Cindy Stosse met with the Town Finance department to go over the operational budget and learned that, for the first time, an annual accrued liability for accumulated vacation time carryover had been recorded for the entire town per GASB accounting standards. An amount was charged as appropriate to each town department. This sets aside enough funds to cover vacation time payout, should an employee leave town service. The 2006 town audit is the most recent completed audit. The 2007 audit is not finalized yet. David Jodoin reported that as of 2006, the town owes the library \$64,362. Of this \$14,211 is in the fax, fees and fines account and \$50,249 is the amount owed at the end of 2006. Once the 2007 audit is finalized, the Library Treasurer can request payment of the unspent funds for the Library. Marie Brezosky noted that she and several other Library Trustees have attended workshops given by Terry Knowles of the Attorney General’s office, and have heard previously that money not spent from the Library operations budget goes back to general funds. In fact, on January 3, 2006 the Library Trustees requested the unspent funds and the Finance Department did not take any action. Discussion ensued on whether it would be cost efficient for the Library to cut their own checks and maintain their own accounting. Because of added audit fees, this would not be cost effective. At present, Cindy Stosse ensures enough funds are transferred to cover the library manifests.

Treasurer’s Report – Cindy Menard reported that with 8.33% of the year gone by, library expenses are at less than 2% of budget. Cindy Menard reported library account balances.

Account Balances from 12/31/08

Donation account	\$ 794.72
Fax, Fees and Fines	2,911.47
Foss account statement.	6,630.55 (\$4,000 must remain in the account.) Balance is from 10/31/08 statement.

It was noted that the interest on the Foss account may be used for books only.

TD BankNorth	3,932.79
Capital Reserve	3,500.00

Chairman Davis noted that at various times in the past, the donation account and fax, fees and fines account balances have been much higher, as much as \$10,000 at one time. He would like to see the Library Trustees try to increase these balances again.

To get others thinking of stepping up, Cindy Menard noted that she is finishing up the last year of her term as Library Trustee, and due to conflicts with work and college studies, she will not be continuing as Treasurer nor Library Trustee at this time. Frank Davis' term as Library Trustee also ends in 2009, and he is experiencing conflict with legislative duties. Pat Fowler's term ends in March 2010.

Motion: Peggy Topliff moved to accept the Treasurer's report of 1/21/09 as presented Terri Caplette seconded.

VOTE: PAT - Y TERRI - Y PEGGY- Y
FRANK - Y CINDY - Y

TREASURER'S REPORT OF 1/21/09 ACCEPTED AS PRESENTED ON A 5-0 VOTE

LIBRARIAN'S STATISTICAL REPORT December 2008

Circulation: 2,969 Reference – 136 Inter-Library Loans –94 Volunteer hours – 21.75

Computer Usage: 331 Cindy Stosse noted that circulation is up 88% from 2005.

LIBRARY ACTIVITIES

- **Library programs** - The Polar Express party was unfortunately cancelled, due to inclement weather both Friday December 12 and Friday December 19. This program will be scheduled in 2009. The H&R Block seminar on January 9, 2009 for those 'soon to be retired' was poorly attended and will be re-offered at another time. The summer adult reading theme will be the History of Pembroke to tie into the upcoming 250th anniversary and the dinner dance in November 2009 at Grappone Center in Concord NH. Homework for the library trustees includes coming up with ideas of what they would like to see happening at the library in one year, in five years to help with the long range plan.
- **February Book Sale** – The February book sale will run from 5:00 p.m. February 18 through 2:00 p.m. February 25, 2009. The sale will be held in the Pine Grove Farm Room and throughout the library due to the volume of materials for sale. The Pembroke freshman civics class collected books for the book sale. Some of the books they collected are on CD. Romance and novels were needed. The Christmas tree will be left up and decorated the Valentine heart decorations with 'wish list titles'. Book angels brought 27 new books in December.
- **Friends of the Pembroke Library** – The Friends basket raffle raised \$151. New members have attended meetings. Joyce Heinrich presented a \$500 donation for children's books from the Friends. The Friends are working on their 2009 schedule.

First, they are planning a Valentine's Day card decorating activity on February 4, 2009. March/April will bring holiday egg decorating. May/June the Friends will assist with the bake sale at the book sale. In summer, the Friends will tie into the NH summer reading theme and host a table at Old Home Day. September 12 is the yard sale, October 17 is pumpkin decorating activity, and the holiday raffle baskets will be available in November and December. The Friends "wish list" is help with any of the craft items needed for the planned activities. They have storage space in a closet at the library to store these supplies.

BUSINESS ITEMS AND PERSONNEL –

- **Request from auditors-** Cindy Menard reported the auditors have requested that each of the Library Trustees update their contact information – name, address etc and sign the questionnaire.
- **Budget and CIP-** The Budget Committee was very receptive to the library budget as presented. The CIP Capital Reserve funds have been placed in the operating budget.
- **Library Staffing - It** was discussed that library staff currently work 40 hours, 31 hours, 18 hours, 12 hours and 4 hours a week (Marie Gray is only available Saturdays). The new CAP funded person (Chasib) works 20 hours per week but is currently training. According to a State Library report, Pembroke library salaries are less than other towns our size in population. The report compares libraries by circulation numbers and other elements. The busy times for the library vary. The NH Room is often used for quiet study and tutoring. The library policy is to pay for time scheduled but not worked due to snow days. Staff works the book sale with help from the Friends. Lorraine Good will be done as a volunteer as of June 2009. Discussion ensued on library volunteer appreciation. Cindy Stosse recognized the volunteers at Christmas. Notices about Pembroke library activities appear in local papers (Hooksett Banner and Concord Monitor). The cutoff is said to be Tuesday at noon. Cindy Stosse has been sending in articles each Monday, but may back this up to Fridays to ensure articles run as requested.
- **Priorities for 2009-** As mentioned under Library Programs, long range planning is one priority. Homework for the library trustees includes coming up with ideas of what they would like to see happening at the library in one year, in five years to help with the long range plan. Cindy Stosse provided a form for that purpose. On January 29, 2009 Cindy Stosse is completing an on-line seminar to prepare a long-range plan. She will have more activities and ideas on planning after the seminar.
- **Recognition –** Recognition and appreciation of volunteers from the Board of Library Trustees and Friends is also a priority in 2009. In the past, a daytime tea and recognition gift (plant, bookmark) was planned. Because not everyone is able to attend on the scheduled date, this may not be the best way to reach all volunteers. Terri Caplette, Peggy Topliff and Marie Brezosky agreed to work as a committee to plan a volunteer recognition event. Pat Fowler and Cindy Menard offered to bake goodies for a recognition event. Perhaps it will be planned as a surprise, an unanticipated show of appreciation on a Wednesday afternoon or occurring when the volunteers usually come in to work at the library. Heather Tiddes will provide the committee with a list of volunteers and their usual times at the library. It would be nice if the recognition could occur in conjunction with National Library Week in April.

BUILDING AND GROUNDS

- **None**

OLD BUSINESS

- None

NEXT MEETING(S)

The next regular Library Trustee meeting will be the **third Wednesday**, February 18, 2009.

ADJOURN

Motion: Peggy Topliff moved to adjourn at 8:00 p.m. Cindy Menard seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,
Susan P. Gifford, Recording Secretary