

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING**

March 18, 2009

Approved 4/15/09

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

EXCUSED: Peggy Topliff

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

Chairman Fowler opened the meeting at 6:35 p.m. Rosemary Nunnally was designated to vote for Peggy Topliff. Marie Brezosky was designated to vote for Cindy Menard after she left the meeting (after the Treasurer's report).

CITIZEN COMMENT – Frank Davis, former Library Trustee Chair, attended as a member of the public. Frank Davis' term as Library Trustee ended in March 2009, and he is experiencing conflict with legislative duties. Pat Fowler's term ends in March 2010.

The Library Trustees and staff presented Frank with a thank you gift for his years of service. Frank proudly held up the Pembroke polo shirt and stated he would be happy to help out in the future. Frank thanked everybody for the good things that have occurred over the last three and a half years. Frank noted that in the long run, you can't run a library on a nickel. The Pembroke Library seemed to have an excellent public image as the motion to cut the library CIP by \$3500 at Town Meeting failed.

REVIEW AND APPROVAL OF MINUTES

Motion: Rosemary Nunnally moved to approve the minutes of February 18, 2009 as written. Joyce Heinrich seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
JOYCE - Y MARIE- Y

MINUTES OF FEBRUARY 18, 2009 APPROVED AS WRITTEN ON A 5-0 VOTE

Motion: Marie Brezosky moved to approve the minutes of February 24, 2009 Special Meeting as written. Rosemary Nunnally seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
JOYCE - Y MARIE- Y

MINUTES OF FEBRUARY 24, 2009 APPROVED AS WRITTEN ON A 5-0 VOTE

CORRESPONDENCE – Chairman Fowler read a correspondence from the NH Local Government Center attorney regarding unspent funds from the library appropriation. RSA 32:7 provides that all annual appropriations lapse at the end of the fiscal year. The Library Trustees discussed whether it would be appropriate to set up a capital reserve account funded with transfers of any funds remaining at the end of the year for furnishings and maintenance. This would require an article at Town Meeting, and the Library Director does a good job of spending nearly all the money each year.

TREASURER'S REPORT

Treasurer's Report – Cindy Menard presented her last Treasurer's report. Cindy Menard is working with the town's independent auditors on the December 31, 2008 audit. Cindy Menard

will stay on to finish her term as Library Trustee, but is unable to perform the role of Treasurer due to her work and school schedule. With 19.87% of the year gone by, library personnel expenses are at 17.8% and the operating budget is at 30%. Cindy Stosse noted that retroactive adjustments for merit and step increases would show in the next payroll. Also a COLA adjustment will start on April 1, 2009. The operations percent is high because Cindy Stosse paid EBSCO for the whole year of subscription renewals. Also, the heating system required two recent service calls from New England Plumbing. Cindy Menard reported the library account balances.

Account Balances from 2/28/09

| | |
|---------------------|--|
| Donation account | \$ 839.30 |
| Fax, Fees and Fines | 3,680.85 |
| Foss account | 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 | 3,936.79 |
| Capital Reserve | 3,500.00 |

Motion: Joyce Heinrich moved to accept the Treasurer's report of 3/18/09 as presented Marie Brezosky seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
JOYCE - Y MARIE- Y

TREASURER'S REPORT OF 3/18/09 ACCEPTED AS PRESENTED ON A 5-0 VOTE

LIBRARIAN'S STATISTICAL REPORT February 2009 A record month!!

Circulation: 3,127 Reference – 273 Inter-Library Loans –56 Volunteer hours – 65
Computer Usage: 255

LIBRARY ACTIVITIES

- 1 **Library programs** - A performance by Steve Blunt is scheduled for July 8, 2009 to kick off the summer reading program - Summer Time and the Reading is Easy. Before that, on June 12, 2009 PALS are holding their last literacy night of the year. Steve Blunt will perform and author Marty Kelley will be on hand. PALS is paying \$400 of Steve Blunt's \$500 performance fee on June 12. On April 3, 2009 the library will hold an ecology night to get ready for Earth Day.
- 2 **February Book Sale** – The February book sale ran from 5:00 p.m. February 18 through 2:00 p.m. February 25, 2009. The book sale raised one deposit of \$544, with more funds still coming in. Paperbacks and tapes are still being sold.
- 3 **June Book Sale** - The annual outdoor book sale will be held Saturday June 6, 2009 from 8 am to 2pm. Setup will begin at 7 a.m.
- 4 **CAP position** - The CAP funded library position is once again open.
- 5 **Friends of the Pembroke Library** – The Friends will sponsor Easter holiday egg decorating on April 6, 2009 at 7 pm. 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.

- 6 **Other Friends of the Library activities** - On April 25, 2009 Friends will be at the Pembroke Transfer Station from 8 am to 3 pm so patrons can pick up composters (\$45) and rain barrels (\$65). A movie night geared to pre-teens will be held on Friday April 24, 2009. A senior movie day with a classic will be held one afternoon. Paul Young, new member and Judy Durst have become active in the Friends group. The printer donated a banner the Friends had ordered because the job took so long. The banner reads “Friends of the Pembroke Library” with a graphic of a worm in a book. The Friends are very grateful for the banner donation, and remain busy and excited.

BUSINESS ITEMS AND PERSONNEL –

- ☞ **Town elections, Town Meeting** - Frank Davis’ Library Trustee term expired and Frank did not run for reelection due to conflicts with his legislative schedule. Joyce Heinrich was elected full Library Trustees. Residents provided overwhelming support in defeating the motion brought up at Town Meeting to reduce the Library Capital Reserve by \$3500.
- 📄 **Future Projects** - The Library Trustees policies book needs updating. Salary increases have already been signed by the Library Trustees, including a town approved COLA of 4.4%. Increases go to the Finance Department to be processed effective January 9, 2009.
- 📄 **Staff anniversary** - Erin’s one-year anniversary is May 9, 2009.
- 📄 **Software conversion** - The conversion to the new circulation software Alexandra is coming soon. Brad has geared up the new server.
- 📄 **Anniversary tote bags** - To celebrate the Town of Pembroke 250th anniversary, tote bags will be ordered with the years the town and the library were established - 1759 for the Town of Pembroke and 1897 for the library. The bags will be dark green, and of good quality. The Library Trustees anticipate using the bags for volunteer recognition, gifts, and Friends can sell them at Old Home Day and other events. It was discussed that if the Friends have a paid spot at Old Home Day, they are free to sell things but cannot hold a raffle. The funding for the tote bags will come out of the Fax, Fees and Fines account. The Library Trustees discussed that there are approximately 4,000 patrons. An order of 500 bags would cost approximately \$1,000 (\$1.94 per bag) and the \$50 setup fee would be waived. It was discussed that a fair price would be \$3.00 per bag.
- 🕒 **Grant applications** - Cindy Stosse is working on three grants now, and has received notice on another grant available for technology. One grant will help set up a database for historical (archived) pictures and data to make it accessible and relevant to residents. The Historical Society’s computer will be used. First hand recollections will be linked for access on the library’s UPDATED website. A parent has volunteered to update the Library web page, and instruct staff how to add things using Front Page software. The third grant is for children’s books.

BUILDING AND GROUNDS

- ☞ **Lead ink** - Cindy Stosse noted that the American Library Association has warned that there is a *slight possibility* that books produced by one printer prior to 1986 may have been printed with lead ink. This is very unlikely to be a problem, since the library does not have any children’s books that have survived since the 1980’s
- 📄 **Rug cleaning** - The rugs were cleaned on the Saturday of the School District Meeting as planned. The bill has been paid, and some nice people beautifully cleaned the rugs.

- ▣ **Bathroom repainting** - Cindy Stosse reported that Reno sent Mark down to repaint the children's area and the bathroom, but the paint was a different color blue.
- ▣ **Peeling paint on outside boards** - Peeling paint will be addressed in the spring.

ELECTION OF OFFICERS

Pat Fowler noted that Peggy Topliff had sent an email stating she would be willing to Co Chair, if Pat accepted the Chair position. Joyce Heinrich stated she would be willing to serve as Library Trustee Treasurer, with assistance and support of library staff.

Motion: Joyce Heinrich moved to nominate Pat Fowler as Chair. Rosemary Nunnally seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
 JOYCE - Y MARIE- Y

PAT FOWLER ELECTED CHAIR A 5-0 VOTE

Motion: Joyce Heinrich moved to nominate Peggy Topliff as Vice Chair. Rosemary Nunnally seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
 JOYCE - Y MARIE- Y

PEGGY TOPLIFF ELECTED VICE CHAIR A 5-0 VOTE

Motion: Rosemary Nunnally moved to nominate Joyce Heinrich as Treasurer. Marie Brezosky seconded.

VOTE: PAT - Y TERRI - Y ROSEMARY- Y
 JOYCE - Y MARIE- Y

JOYCE HEINRICH ELECTED TREASURER A 5-0 VOTE

NEXT MEETING(S)

The next regular Library Trustee meeting will be the **third Wednesday**, April 15, 2009.

ADJOURN

Motion: Joyce Heinrich moved to adjourn at 8:00 p.m. Rosemary Nunnally seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,
Susan P. Gifford, Recording Secretary