

LIBRARY ACTIVITIES

- **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
- **Summer reading** - Cindy Stosse has applied for a grant from Kids in the Arts for one of the summer program events. Cindy Stosse provided the Library Trustees with a draft copy of the summer reading activities brochure. Cindy Stosse also plans to run a summer knitting group for teenage readers over age 12. She also plans an adult summer reading theme on the History of Pembroke to tie in with Old Home Day slogan "A Page Out of History."
- **Old Home Day** - Chairman Fowler noted that Old Home Day will be held Saturday, August 22, 2009 (fourth Saturday in August). Cindy Stosse plans to have pictures of all the Pembroke Library sites made into poster and exhibited at Old Home Day.
- **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. The rain date is June 13, 2009.
- **CAP position** - The CAP funded library position (a program for adults over age 55) is once again filled. The new employee will start on May 4, 2009. Sandy will work 20 hours per week, but is not available on Saturday
- **Vacation** - Cindy Stosse will be taking vacation time April 17- April 27, 2009. Erin is covering much of the time. However, help would be appreciated on Tuesday, April 21, from 10:00 a.m. to 4:00 p.m.
- **Friends of the Pembroke Library** – Fifteen to twenty people enjoyed the Friends egg decorating event on April 6, 2009 at 7 pm. Paul Young, new member of Friends, made paper baskets for each child to place their eggs in. On April 25, 2009 Friends will be at the Pembroke Transfer Station from 8 am to about 12 pm so patrons can pick up composters (\$45) and rain barrels (\$65). The next Friends meeting is May 6, 2009. Friends will help with the June 6 Bake and Book sale.

BUSINESS ITEMS AND PERSONNEL –

- **Search for Alternate Library Trustee** - Chairman Fowler noted that a third Alternate Library Trustee is needed. Rosemary Nunnally and Marie Brezosky wish to be re-appointed for another one-year term. Chairman Fowler noted that resident Laura Scott is interested in serving as an Alternate Library Trustee, but has a schedule conflict with Wednesday evenings. Laura is available second and fourth Tuesdays. Library Trustees discussed changing the meeting schedule. Most Trustees had no objection to changing to Tuesday evening. It was noted the meeting has been on Thursday and Wednesday evenings in the past. Peggy Topliff suggested the second Tuesday as it would mesh with her husband's Planning Board schedule.

Motion: Joyce Heinrich moved to change the Library Trustee meeting night to the second Tuesday at 6:30 p.m. beginning May 12, 2009. Marie Brezosky seconded.

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

LIBRARY TRUSTEE MEETING NIGHT CHANGED TO TUESDAY BEGINNING MAY 12, 2009 ON A 5-0 VOTE

Peggy Topliff has a conflict with the May meeting date only. The Chair will collect short biographical information from each Alternate Library Trustee candidate, and forward them to the Board of Selectmen, with a letter recommending appointment of Laura Scott as Alternate Library Trustee and renewal of Rosemary Nunnally and Marie Brezosky.

- **Volunteer recognition** - Plans are in place for a library volunteer recognition event on Wednesday, April 22, 2009 at 2:00 p.m. Many staff and Library Trustees plan to attend.

Written invitations were sent to library volunteers to an expression of appreciation. Library Trustees will provide refreshments, and the Sunshine Fund will provide mementos.

- **Anniversary tote bags** - To celebrate the Town of Pembroke 250th anniversary, tote bags have been ordered and are due within two weeks. The color green was back ordered.
- **Pembroke Library website** - Cindy Stosse reported that David Jodoin, Town Administrator, has made arrangement with town resident Tina Newbury to redo the town website and its links. Tina will update the website and show staff in each department how to update their events. The new website would allow the library to make its circulation catalog available on-line in the future. The Town Administrator is seeking \$500 from each department to defray costs.

Motion: Peggy Topliff moved to expend \$500 from the Advertising account to pay for the website project. Rosemary Nunnally seconded.

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

\$500 FROM ADVERTISING AUTHORIZED FOR WEBSITE PROJECT ON A 5-0 VOTE

- **Priorities for 2009** - Cindy Stosse is working on a presentation of priorities for Library Trustee consideration. She is working on cost feasibility studies for each idea and will provide a complete report in the near future.
- **School letter** - Cindy Stosse provided a draft letter to the PA Headmaster outlining concerns about out of town students who obtain a Pembroke Library card to fulfill graduation requirements, but have no intention of using the card to take out materials. Non-resident library cards cost \$20 per year, but the fee is waived for students. Students are encouraged to show that they hold a library card from their hometown library. However, the Allentown Library is open limited hours, so Pembroke Academy students have historically come to the Pembroke Library to use our resources. Also, some parents of the out of town students are using their student's card to borrow books. The Library Trustees discussed establishing a new category of library card for 'student' that would expire automatically each year on graduation day. The student patron card would allow a maximum of three items taken out at a time. A manual purge could be done at the end of each school year.

Motion: Marie Brezosky moved to institute a policy change to establish a patron category "student card" which would be limited to borrowing a maximum of three items at a time and every student card would expire each year on Pembroke Academy graduation day. Peggy Topliff seconded.

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

POLICIES CHANGED TO INCLUDE NEW CATEGORY; "STUDENT" LIBRARY CARD ESTABLISHED WITH RESTRICTIONS ON A 5-0 VOTE

- **Wage Scale** - Cindy Stosse provided Library Trustees with a copy of the revised Town wage scale for use with preparing the 2010 budget.
- **Alexander circulation software** - Cindy Stosse provided a copy of the Alexander contract, and a copy of the sheet that went to the CIP Committee. The figures on the contract are as proposed last year. To save enough money for software set up and training, the library may elect to purchase just one slip printer at this time. The annual subscription fee next year will be \$799.

Motion: Peggy Topliff moved to authorize the Chair to sign the Alexander software contract as presented. Marie Brezosky seconded.

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

CHAIR AUTHORIZED TO SIGN SOFTWARE CONTRACT ON A 5-0 VOTE

- **CIP FOR 2010** - The \$5,000 in the other CIP proposal is to add two more computers for adult public use. Computer usage figures are up, and a six station carrel table will be added next year. There will then be a total of six computers available for adult usage with an adjustable filter. Only children twelve years and under will be allowed to use the computers located in the Children's section. The Library Trustees stated they would like to be informed immediately of any misuse of computer incidents. Few incidents of high concern have occurred over the last couple years. Signage will state the policy for use of the computers in the children's area. These computers also have a higher filtering level.
- **Annual Report to State Library** - Heather Tiddes is preparing the annual report due to the NH State Library by April 20, 2009. She needs Library Trustee signatures verifying the information reported.

BUILDING AND GROUNDS

- **Peeling paint on outside boards** - Cindy Stosse will talk to Reno about the peeling paint. Research and resolution of the program would make an ideal Eagle Scout project. Replacing the boards may be a solution, at a cost of more than \$1,300.
- **Broken door inside library** - For now, Cindy Stosse will arrange for a locksmith to repair the broken inside door. New locks will be addressed with a CIP item next year.

NEXT MEETING(S)

The next regular Library Trustee meeting will be the **second Tuesday (CHANGE)**, May 12, 2009.

ADJOURN

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

Respectfully submitted,
Susan P. Gifford, Recording Secretary