

PEMBROKE TOWN LIBRARY TRUSTEES MEETING

MINUTES

JUNE 9, 2009

Present: Chair Pat Fowler, Vice Chair Peggy Topliff, Treasurer Joyce Heinrich, Trustee Terri Caplette, Alternates Rosemary Nunnally and Marie Brezosky

Excused: Cindy Menard

Staff: Director Cindy Stosse and Assistant Director Heather Tiddes

Public: Laura Scott and Steve Fowler

Chair Pat Fowler opened the meeting at 6:40 PM. In the absence of recording secretary Sue Gifford the minutes were recorded by Marie Brezosky. Rosemary Nunnally will be voting in place of Cynthia Menard

Previous Minutes

Peggy Topliff moved to accept the May 12th minutes as corrected. Joyce Heinrich seconded. All trustees voted in favor.

Treasurer's Report

Foss Account balance \$6,643.23

Capital Reserve \$3,504.98

TD Bank North Savings \$3,937.10

Donation Account: \$2,389.30

Fax, Fees & Fines Account \$5,430.47 includes \$1,421.00 from 6/6/ book sale

Terri Caplette moved to accept the treasurer's report; Peggy Topliff seconded. All trustees voted in favor.

Treasurer Joyce Heinrich told the board that the town bank accounts are now with TD BankNorth. Board members discussed whether library accounts should be moved from Citizens to TD BankNorth. Joyce will speak with customer service at the bank to find out more about possible fees as well as their policy about CD's that can be accessed without any penalty.

Chair Pat Fowler told the board that a donation container for the library at Lavallee's Store had collected \$128 and that has been turned over to the treasurer.

A donation of \$150 has been received from the Pembroke Woman's Club

Correspondence: A thank you note has been sent to the Woman's Club. A note was also sent to Carol Ward at Pembroke Academy thanking the horticulture students for planting flowers in our gardens.

A thank you letter was received from JoAnn Dupuis on behalf of the Suncook post office for the support from the library by advertising the annual food drive on the sign.

Budget

Director Cindy Stosse provided the board with the first draft of the proposed budget for 2010. This proposal for the operating side of the budget would be a 14.15% increase. It is anticipated the town would ask for the information by September. She is working on possibilities for the CIP request. There are several building issues that need to be addressed and CIP money would be appropriate to take care of boards that are rotting, painting, possibly rain gutters or dry wells. Another possibility for CIP requests could be to have new locks installed with keys that cannot be duplicated. The Pine Grove Meeting room carpeting should be replaced and all agreed that it would be more practical to have a vinyl flooring material. CIP committee may want the library's requests by August. As part of the budget request Cindy S. prepared a long range plan. Board members will review the plan before it is presented to the budget committee.

Library Computers

The library computers are in constant use. The staff and board discussed the policy about having computer user's sign in each time they use a computer. The policy of signing just a first name is a practice that is widely used in other libraries and is a way of privacy protection for the user. In the children's section (age 12 and under) there is a need to update the filter program so youngsters do not access inappropriate sites.

On June 17th and 18th Cindy S. and Heather will be receiving instruction of the new software system. There will be an opportunity later for an additional four hours of training if needed.

Cindy told the board that Brad, the computer technician, will be setting up a computer at the far end of the circulation desk for parents to access when looking up children's books.

Holiday Schedule: It was agreed that the library should follow the town's schedule for the 4th of July holiday and remain closed on July 3rd.

Tote Bags: The 500 tote bags have arrived and will be sold for \$3.

Memorial Donation: The board plans to purchase a book for the library as a memorial donation to the late John Goff.

Alternate Trustee: Laura Scott will not be serving as an alternate trustee but did attend tonight's meeting as a member of the public.

American Legion Donation: Board members agreed that the generous donation from the American Legion Post 28 (\$1550) which was used to purchase the handicapped door opener should be recognized by a plaque in the lobby.

Museum Passes: Staff and board members discussed how to handle the situation of overdue passes. Currently there is not a policy in place but it has been practice to ask the person who is late in returning a pass to pay the full admission price if another patron had reserved the pass. There were several alternative suggestions about the best way to deal with this issue. Surrounding town libraries charge a fine of \$5, \$10 or \$20 when a pass is returned late. Peggy Topliff reminded staff that because there is no policy at this time, the patron who was recently charged \$27 should have that amount returned to them. Cindy S. told board members that there have been three to four occasions when patrons were charged full admission price for being late with the pass. Marie felt that charging full admission price is too high a penalty, a lesser fine would be more appropriate. Joyce expressed concern about families

who might unavoidably return the pass late and be in financial circumstances where paying \$27 would be a hardship.

Cash Drawer: The board and staff discussed the procedures regarding the fax, fees and fines money drawer. It was agreed that there will be better accountability by using receipts for money in and money out. Collection of money from fines would be noted by the patron number rather than his/her name.

Part-Time Job: Cindy S. reported to board members that the job opening created by Mary Louise's retirement has been advertised by sending an email to various town departments and posting on the library and town hall bulletin board. There has been only one applicant for the position which was Marie Gray who currently is employed as a substitute. The director recommended that she be hired. Joyce Heinrich moved that Ms. Gray be offered the part-time position for up to 15 hours per week at a rate of \$10.78 per hour. Rosemary Nunnally seconded the motion. All trustees voted yes.

New Library Cards: With the new software system about to be put in place this is an ideal time to update the library cards. Cindy sent email to the board with suggested wording for stickers that can be attached to the cards. The board will review the information.. Joyce suggested board members review the current registration page for new patrons with information about various fines.

Overdue Books: Overdues continue to be a problem. Cindy recently paid over \$144. for certified letters to patrons requesting they return books. The letters are sent after phone calls have not been productive. Marie volunteered to help with phone calls for overdue books.

Lighting Problem: The wires to outside sign lights have been cut and will need repairs.

Because of a lengthy agenda and unfinished business from this meeting, there will be another meeting on June 17th or 22nd. The chairperson will contact all board members for a 6 PM meeting on a date to be determined.

Terri Caplette was excused at 8:15 and Peggy Topliff was excused at 9:05.

Joyce Heinrich moved to adjourn and Rosemary Nunnally seconded.

Meeting adjourned at 9:45

Respectfully Submitted: Marie A. Brezosky