

PEMBROKE TOWN LIBRARY
MINUTES - JUNE 22, 2009

Present: Chair Pat Fowler, Vice-Chair Peggy Topliff, Treasurer Joyce Heinrich, Trustee Terri Caplette, Alternate Marie Brezosky

Excused: Cindy Menard and Rosemary Nunnally

Staff: Director Cindy Stosse and Assistant Director Heather Tidde

Public: Bruce Kudrick

Marie Brezosky was designated to vote for Cindy Menard

Town Semi-Q Celebration Event

Chair Pat Fowler opened the meeting at 6:10 PM. Bruce Kudrick spoke on behalf of the Semi-Q Committee explaining how the library could take part in the upcoming golf tournament on August 7th. He explained it could be a fund raiser by sponsoring a 50/50 raffle which would be set up on the putting green. Cindy Stosse asked Joyce if the Friends of the Library would be willing to take on this project. Joyce will contact other Friends members to discuss this possibility.

Peggy Topliff moved to go into executive session to review the sealed minutes from the June 5th meeting. Terri seconded the motion. All were in favor of this motion.

At 7 PM the library trustees returned to public session

Cash Drawer

Cindy Stosse reviewed a proposal for a new accounting system for the cash drawer. The money in this drawer is for money from overdue fees, copies and fax fees. According to RSA 202-A:11-a these monies may be used to purchase books, supplies, general repairs and income generating equipment. The board had recommended a more efficient system be implemented to identify funds coming in and being paid out. It will be practice to keep not more than \$20 cash in the drawer at any one time. The treasurer will make regular bank deposits at least once a month.

Overdue Books

The board and staff discussed the growing problem of overdue books and the difficulties involved with having patrons respond. At the present time, when a book is overdue the patron receives two phone calls, an overdue notice and if there is no response, then a certified letter will be mailed at a cost of approximately \$7. Marie has agreed to help with telephoning on the overdue books and has started on this task.

Donation

Cindy S. reported to the board that she is regularly making a personal donation of DVD's and some books to keep up with the growing needs of the library.

Update Wording on Library Cards

Board members discussed the proposal by the Director to update the wording on library cards. Peggy moved to approve this proposal and Terri seconded. All voted in favor.

Passes to Area Attractions

The board discussed the current practice of charging a patron the full admission price for a pass when it is returned after the 24 hour deadline. Cindy S. has information from several other libraries that they charge from \$5 to \$20 if a pass is returned later than the 24 hour deadline. Board members expressed concern about this charge. Peggy suggested that in such a situation where one patron has reserved the pass and the previous user had not returned it; possibly we could call or fax a temporary pass to the facility. Cindy will check into this possibility. Marie moved that the overdue charge for a late pass be \$5. Peggy seconded this motion. All voted in favor.

Pine Grove Meeting Room

Pat Fowler asked how well do we control the fire regulation of keeping the number of people in the Pine Grove room to under 60 people. Cindy said each user must sign a form which explains the maximum limit. Also the maximum limit of 60 is posted in a prominent place. Currently we are charging \$25 for any meeting open to the public. All non-profits and town groups do not pay. Heather reported the names of various groups that reserve the room. There have been some minor incidents with groups not behaving responsibly and this will be addressed. Peggy moved that we increase the charge to \$50 (other than the non-profits & town groups), Joyce seconded. All voted in favor.

Subcommittees

Chair Pat Fowler spoke about the willingness of trustees to help out in various areas, i.e. monitoring the cash drawer, calling on overdue books, reviewing time sheets and etc. Possibly trustees could serve on sub-committees. Cindy S. suggested that a board member help with the volunteers by conducting interviews and etc.

Background checks: Volunteers should not be allowed to work in the children's area unless a background check has been completed.

Use of Supplies

Pat Fowler spoke regarding an issue that everyone including staff, volunteers and trustees be treated equally. If there are concerns from trustees and/or staff, the best way to approach this would be to bring it to the entire board rather than individual conversations. She also spoke to trustees and staff about ethical behavior such as use of supplies for personal purposes and not paying for use of the copier/fax machine. She cautioned everyone to act responsibly on this issue.

Breaks

Trustees discussed the need for staff to take lunch breaks in a quiet area. Employees shouldn't feel they need to work while eating lunch

Time Sheets:

Chair Fowler asked Cindy Stosse to bring the board up to date on how the weekly time sheets are maintained. A sample form from a local business was shown as a possible way to record hours worked. Terri asked about sick and vacation time. Cindy explained that is shown as it is accumulated on each paycheck generated by the town finance office

Personnel Policies: All agreed there is a need to review the library personnel policies. It is likely that would need to be done at a separate meeting.

Change of Meeting night: It was agreed by all that the monthly meeting night should be changed back to the 3rd Wednesday of each month. Next meeting will be Wednesday, July 15

Joyce was excused at 8:35 PM. Peggy moved to adjourn at 8:58 PM. Marie seconded. All in favor

Respectfully submitted: Marie A. Brezosky
Alternate Trustee