



The folding table used for children's craft activities is too high for the children using it. Cindy Stosse proposes moving older tables into the children's area, and purchasing rectangular tables for reading, research and homework in the adult area. The current A/V system in the Pine Grove Room uses a bulb which costs \$500 for each replacement bulb. Cindy Stosse has researched a more mainstream system. Cindy Stosse researched meeting room flooring costs for laminate and vinyl in a wood look design. Flooring comes in sheets or strips, from brand names like Armstrong. The average estimate was \$4,200 installed. The estimate takes into account a slab floor with the carpeting removed prior to installation. The library could save some money by using town employees to install the flooring. The Library Trustees discussed that a second automatic handicapped door, so patrons would have full access to the building and not have to wait in the foyer for assistance, would be a more needed item than some of the proposed furniture. The approximate cost of an automatic door is \$1,800 so three pieces of furniture were removed from the proposal.

**Motion:** Joyce Heinrich moved to accept the 2010 CIP Request as amended (add automatic door, take out several furniture items). Rosemary Nunnally seconded.

**VOTE:** PAT - Y TERRI- Y CINDY- Y  
JOYCE - Y MARIE- Y

**2010 CIP REQUEST APPROVED AS AMENDED ON A 5-0 VOTE**

- **2010 Budget** – Cindy Stosse reported that the budget proposal is due to the Town Administrator by September 14, 2009. The Library Trustees plan to have a separate meeting in August to finalize the budget proposal.

**Motion:** Peggy Topliff moved to accept the Treasurer's report of 7/15/09 as presented. Rosemary Nunnally seconded.

**VOTE:** PAT - Y TERRI- Y CINDY- Y  
JOYCE - Y MARIE- Y

**TREASURER'S REPORT OF 5/12/09 ACCEPTED AS PRESENTED ON A 5-0 VOTE**

#### **LIBRARIAN'S STATISTICAL REPORT June 2009**

Circulation: 3,645 Reference – 292 Inter-Library Loans –144 Volunteer hours – 155.5

Computer Usage: 395

Volunteer hours include the Bake and Book Sale.

- **Computer Use** - Not all computer users sign in, so the computer usage figure is actually higher. Staff goes to users who have not signed in, and requests that they sign in. If there is a wait for computer time, those who have not signed in are asked to leave first.
- **Use of Pine Grove Meeting Room** – Library Trustees reviewed the revised meeting room form. Staff will keep a monthly calendar handy at the desk. Cindy Stosse stated the intent is to make the room available on a regular basis on more Thursdays for an occasional meeting. This year, she will not let groups book the room on a particular day for the entire school year. Groups are not diligent about letting the library know when the room will not be used as scheduled. The Whist Group would like to use the meeting room Mondays in the summer for their whist events.

#### **LIBRARY ACTIVITIES**

- **Children's activities** – Cindy Stosse reported that well over 100 children have signed up for the summer reading program. Three children's programs per week are scheduled through the summer. About 22-25 children enjoyed the pre-school story and craft this week.
- **Book and Bake sale** – The annual June book and bake sale raised over \$1,600. Over 1,700 paperbacks were sold at .50 each.
- **Programs** – Cindy Stosse has a book appraiser scheduled for September 17, 2009. The fall library newsletter will highlight adult programs planned for fall. Calvin Knickerbocker of the Humanities Council will be presenting Popular Music During WWII in November, and Wacky Songs That Made Us Laugh

1920's to 1980's in October. In December, the Friends' raffle baskets will be showcased. December 16, 2009, weather permitting the Polar Express Party will be held. Cindy Stosse w plans to teach one-hour basic computer classes on Wednesday mornings at 8:30 am beginning in September 2009.

- **Summer reading** - Cindy Stosse noted summer reading program registration will begin June 24 2009. Cindy also plans to run a summer knitting project for teenage readers' age 12-15 using recycled plastic bags of all colors. She also plans an adult summer reading theme on the History of Pembroke to tie in with the 250<sup>th</sup> anniversary of Pembroke and Old Home Day slogan "A Page Out of History." One book that is being considered is The Constitution. It was discussed that paperback copies of the History of Pembroke may be available for about \$20 from the Pembroke Historical Society. There is no adult book club meeting in July.
- **Friends of the Pembroke Library** – Joyce Heinrich stated the Friends plan to help out at the Semi Q golf day. The Friends will have a booth at Old Home Day, where they will sell tote bags and books by donation. In September, they plan to help at the book appraisal event and will hold a yard sale. In October, they will do pumpkin decorating activities. In November, they will prepare their baskets for raffle. Joyce noted she attended the Steve Blunt kick off performance on July 8, 2009 and had a wonderful time. All the parents and children enjoyed his program.
- **Old Home Day** – Cindy Stosse will be putting poster size photographs of all three Pembroke Library sites on her car/float to tie in with the 250<sup>th</sup> Anniversary of Pembroke. For safety reasons, no children will be walking in the parade. Prior to the parade, the Friends will be handing out disposable cameras to selected children (patrons) so they can take candid photos of the parade and festivities.
- **Semi Q Gold Tournament** - The event is (date) from noon to 5:00 p.m. The Friends of the Pembroke Library are sponsoring a hole and will be at the site in shifts. Library staff and trustees are welcome to join us as their schedule permits.

#### **BUSINESS ITEMS AND PERSONNEL –**

- **Website** – Cindy Stosse noted that the website will be up soon. Cindy Stosse and Heather Tiddes have received training up updating the library section of the Town website.
- **Trustees and staff roster** – The two new computers will be set up for adult public use when two new tables arrive in about two weeks. Brad will install additional filters in the children's area, and three computers will be dedicated ONLY to children age 12 and under. The reference computer will be a future project. None of the library's computers are networked into a 'system' at this time. However, there are plans to link the circulation computer, Heather's, Cindy's and the reference computer together in the future so that staff can perform work at any of those computers.
- **Personnel Policies/New Hire** – Cindy Stosse noted that she needs a copy of the current Library Personnel Policies. Her recent new hire was processed at Town Hall. The new hire hit the ground running, and is now shelf reading and putting up displays. The Town of Pembroke recently updated their personnel policies and evaluation forms. The current Library Personnel policies are loosely based on the Town policies. The last update of the Library Personnel policies was January 1, 2004. The library needs to add a section on performance reviews and establish forms in its personnel policies. It was discussed that is it common practice to have a new employee sign a form indicating they have received a copy of, and have read the personnel policies.
- **Emergency Plan** – Cindy Stosse provided a copy of a letter she recently received from the Institute for Learning Daycare on Pembroke Street. Without asking the library, staff at the daycare sent a letter home to parents stating that if the Institute for Learning was closed for a building emergency, the children would be brought to the Pembroke Library for pick up, or the Town Hall if the Library were closed. Library Trustees discussed that with prior agreement, they would have no problem with 20 or so children being brought to the library, supervised by the same staff that would be at the school, for pickup by parents in an emergency. The issue is that the request was not made of the library before a letter went home to parents. Chairman Fowler would like the Trustees to respond to this letter as a Board, not as individuals.
- This is different from the Town Emergency Plan, which Cindy Stosse coordinates with the Fire Chief and Police Chief. The Library Emergency Plan is more about how to save as much library material as possible, how to clean up afterward etc. Materials would be moved to a school gymnasium, or Grace Capital Church has offered use of its

facilities in an emergency.

- **Time Sheets/Vacation /Sick/Holidays** – Staff have been instructed in the proper completion of timesheet information and are following the format.
- **Donation in John B. Goff's Memory** - The Library Trustees and staff will determine an appropriate donation in memory of John B. Goff, who has done much for town over his lifetime. A book selected in his memory (possibly on calligraphy) will have an engraved book plate honoring his dedication to Pembroke. His family will be invited to a dedication when it is scheduled. If Mr. Goff was a veteran, the dedication could tie in with Veterans Day.
- **Long Range Plan**- The long range plan needs to be reviewed and discussed at a separate meeting. The most recent plan is dated 2010-2013. Cindy Stosse has stated that this plan needs to be reviewed, updated and provided with the proposed budget so that Town officials can see the Library Trustees are working from a long range plan. After that, the Personnel policies and General policies and procedures need to be reviewed, and updated as necessary.
- **Computer Conversion** – Cindy Stosse reported that staff has only used 7 hours of the 14 hours available for training. The CIP last year covered the purchase of a new server. The new circulation system can run on the new server. This means that both the old, and the new system, can be run concurrently for some time before the complete cutover is scheduled. Cindy Stosse proposed that the library be closed for the computer conversion staff training on Thursday August 13 and Friday August 14, 2009. The library is closed Saturday August 15 for summer hours, but staff could be working on conversion. Training would occur during scheduled hours (8 hours Thursday and 4 hours Friday). There are three people to be trained and two computers so Brad would be in both days and staff time would be scheduled to utilize both computers.
- **MOTION:** Joyce Heinrich moved to close the library on Thursday and Friday, August 13 and 14, 2009 at which time staff computer training on the new computer system would occur during regularly scheduled hours. Rosemary Nunnally seconded.

**VOTE:** PAT - Y TERRI- Y PEGGY- Y  
JOYCE - Y ROSEMARY- Y

**MOTION ACCEPTED AS PRESENTED ON A 5-0 VOTE**

- **Keys and Locks** – Cindy Stosse proposed to change the access codes to the library, assigning a separate code to each person. Cindy Stosse and Monadnock Security would maintain the master list of codes. There are currently too many copies of the keys in circulation. If Reno allows someone in the library, he would personally enter his code for access and not give it to another person. Each regular cleaning person would have his own code. Library Trustees have complete oversight of the library; however, as a matter of safety, no staff or trustee should be in the library building alone at any time. Replacing the keys and locks this year was found too costly. New locks will be addressed with a CIP item next year. Swipe cards cost money, but there is no charge for Monadnock to set up codes for individual access. The security system can provide reports by time and access code. Marie Brezosky noted that the call list for emergencies at the library needs to be updated and provided to Bow Dispatch. Marie was called to respond based on an older list and passed the call along. Currently Heather Tiddes is the first name listed, Peggy Topliff is the second contact, and a new third contact is needed. Joyce Heinrich volunteered to be the third person on the list. If the alarm rings, someone from the list must meet the police at the Library to investigate why the alarm has gone off.
- **Backpack Rack** – Cindy Stosse has a backpack rack, and would like to install it in the hallway before fall. She would like it installed under the bulletin board, where no one will trip on backpacks and students can take in what they need to do homework. Cindy Stosse would like to encourage leaving backpacks at the door. This will lessen the opportunity for unchecked books to be inadvertently put into backpacks. Staff will have full view of the rack, but a sign will be installed that “the Library is not responsible for lost or stolen articles” from backpacks.
- **Overdue books and computer conversion** – Cindy Stosse ran reports of overdue books and fines. The total amount due at this time is \$8,463.05. Overdue patrons receive two telephone calls and a letter. The next step in the procedure has been to send out certified letters. The cost would be about \$6.00 per individual, with 266 addresses listed. Cindy Stosse suggested running a bill for each overdue account, as this information will not be carried over to the new circulation system. Many of the overdue book and fine accounts are over \$50. In the past, Cindy Stosse has offered amnesty days, when long overdue books could be returned to the library and the fee would be waived. Some

books have already been replaced by that time, at a cost to the library. Because the process of personal phone calls has not worked in the past, Library Trustees discussed looking into contracting with a collection agency to pursue overdue accounts over \$50. Other libraries are already doing this.

- **MOTION:** Joyce Heinrich moved to obtain information on contracting with a collection agency to take action on overdue book and fine accounts over \$50.00. Peggy Topliff seconded.

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

**MOTION ACCEPTED AS PRESENTED ON A 5-0 VOTE**

### **BUILDING AND GROUNDS**

- **Flooding by the book drop** –Town Highway personnel will dig around the Return Book drop box and install stone as time permits.
- **Outside sign** – Staff will change the message to advertise Martha Dana’s puppet show Wednesday, July 22, 2009.
- **Preserving items in the NH Room** – Heather Tiddes has done some research in the past on climate control and preservation of old materials, like those in the NH Room. Full climate control for the entire room, or glass enclosures, was found to be quite pricey. As time allows, Heather will update the methods of preservation and pricing, in case a donor would like to provide that type of legacy.

### **OTHER**

### **NEXT MEETING(S)**

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

### **ADJOURN**

**Motion:** Peggy Topliff moved to adjourn at 8:45 p.m. Rosemary Nunnally seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,

Susan P. Gifford, Recording Secretary