

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING**

August 19, 2009

Approved 9-16-09

LIBRARY TRUSTEES PRESENT: Pat Fowler, Chair; Cindy Menard, Marie Brezosky, Alternate Library Trustee; Rosemary Nunnally, Alternate Library Trustee

EXCUSED: Peggy Topliff, Vice Chair. Terri Caplette

ABSENT: Joyce Heinrich, Treasurer

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

The first part of the meeting was a meeting with the CIP Committee in the Pine Grove room. The CIP meeting went well. Chairman Fowler opened the Library Trustees meeting at 7:30 p.m. Rosemary Nunnally was designated to vote for Peggy Topliff. Marie Brezosky was designated to vote for Joyce Heinrich.

CITIZEN COMMENT – none

REVIEW AND APPROVAL OF MINUTES

Motion: Marie Brezosky moved to approve the minutes of July 15, 2009 as corrected. Rosemary Nunnally seconded.

VOTE: MARIE - Y CINDY - Y PAT- Y
 ROSEMARY- Y

MINUTES OF JULY 15, 2009 APPROVED AS CORRECTED ON A 4-0 VOTE

CORRESPONDENCE –

TREASURER'S REPORT

Joyce Heinrich will update the bank account balances at the September 16, 2009 meeting.

Treasurer's Report – from July 15, 2009

Account Balances

Foss Account	\$6,643.23
Capital Reserve	3,504.98
TD Bank North	3,937.59
Donation	590.75
Fax Fees and Fines	5,692.70 as of 6/30/09 and 6,022.70 as of 7/15/09

LIBRARIAN'S STATISTICAL REPORT August 2009

Circulation: 4,277 Reference – 275 Inter-Library Loans –154 Volunteer hours – 17.25

Computer Usage: 368

Circulation is up 4% over July 2008 and 99% up over 2005. Reference questions are up 19%. Inter Library loans are up 25%. Volunteer hours are down. The elders no longer volunteer at the library. Computer usage is up 30%.

LIBRARY ACTIVITIES

- **Children's activities** – Cindy Stosse reported that the final count was 106 summer reading participants. There was good participation at the programs. Approximately 100 people attended the reptile event and 68 children attended the finale. Thirty two story time attendees received a bucket and shovel for their participation. The children's programs averaged 23 children a week during summer reading.
- **Draft "Library Lines" newsletter** – Cindy Stosse provided a draft of the library newsletter. The newsletter is themed seasonal, and this one is for autumn. Adult programs and Computer programs are listed on the front. Cindy Stosse shared the flyer with the M&M's group and will share it with the Pembroke Historical Society. The Friends events are listed on the back page, along with book discussion group informatkion. Children's programs are listed on the inner two pages. Cindy Stosse will copy the flyer onto colored paper, tri fold it, and make it available at the library, town hall, bank, and police station for town wide distribution. Cindy Stosse will ask Linda Williams to combine it with the town newsletter that is mailed to residents on a quarterly basis. Cindy will check on the deadlines for submittal.

- **Website** – The actual website should be up next week. New Internet permission letters will be sent home with students. Parents must sign and return the form authorizing computer usage for their child at the library.
- **Friends of the Pembroke Library** – Joyce Heinrich will present a report at the September 16, 2009 Library Trustee meeting.
- **Old Home Day** – Cindy Stosse will be putting poster size photographs of all five Pembroke Library sites on her car/float to tie in with the 250th Anniversary of Pembroke. The first library was at two different locations on Glass Street. The next location was Main Street by the barber pole. Next was the building on Pembroke Street in front of the school, and lastly the current location on Pembroke Street. Cindy Stosse reported that Sam's Club did an amazing job on the photo enlargements from small prints. The photos will be put at the Friends booth after the parade. Friends will be selling tote bags and books. A special will be fill the tote bag with books, tote included, for \$10. The framed photographs will then hang inside the library.
- 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 Golf Tournament** - The event is August 7, 2009 from noon to 5:00 p.m. The Friends of the Pembroke Library sponsored a hole. They made \$65 on their 50/50 raffle. Mike Perrault won \$65.

BUSINESS ITEMS AND PERSONNEL –

- **Trustees and staff roster** – Terri Caplette passed around a sheet for Library Trustees to put down updated contact information, including email address. Terri will update the Trustee and staff roster.
- **Personnel Policies/New Hire** – Cindy Stosse noted that she needs a copy of the current Library Personnel Policies. Marie Gray, a recent new hire was processed at Town Hall. Marie 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.
- **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. A four-year plan may even be inappropriate due to changes in technology. Cindy Stosse hopes that a long range plan can be reviewed, updated and provided with the proposed budget by September 14, 2009 so that Town officials can see the Library Trustees are working from a long range plan. After that, the Personnel policies and General policies need to be reviewed, and updated as necessary. The meeting date selected for reviewing the long range plan and finalizing the 2010 budget is **Thursday, September 3, 2009** starting at 5:30 p.m. Please read the long range plan, and make suggestions prior to the meeting if possible for inclusion. Please communicate any changes or questions on the budget to Cindy Stosse before the September 3 meeting.
- **Computer Conversion** – Cindy Stosse reported that the library was closed August 13 and 14, 2009 to complete the computer conversion and train staff on the new software.
- **Budget** – The proposed Library personnel and operating budget are up 2.8%. The CIP request is up 9% over last year, for an overall budget increase of 3.51%. Cindy Stosse reported that the town does not expect any increase in insurances. The Finance department suggests a COLA of 1% and merit raise of 2%. Line item increases are seen in postage, equipment maintenance, adult books and children's books. The air conditioning system condenser still may need to be replaced. Heating is budgeted \$1300 below last year (when Heating was increased 15%). A budget plan is not available to public buildings. The total proposed 2010 budget is \$201,309 compared to \$194,486 last year. Last year the CIP was \$18,000. This year the CIP is \$1,100 more. It was discussed that this is the last year of a 3-year teacher contract. Cindy Stosse will finalize the proposed 2010 budget and email to Library Trustees. Cindy will also prepare a zero increase operating budget, in case that is necessary.
- **CIP requests 2010-** The Library Trustees discussed the recommendation of the CIP Committee to price better quality flooring that will last longer. Everett Hodge, Building Inspector, was consulted regarding ADA compliance in the library building. Final approval of CIP items is scheduled for September 16, 2009. The unanimous order of priority for 2010 CIP requests was:
 - 1) **Outside Boards \$2,000**

- 2) **Handicapped door \$2,000**
- 3) **Meeting room flooring \$4,200**
- 4) **Furniture (tables \$1200 and chairs \$1400)**
- 5) **AV system in Pine Grove Room**

- **Payment of bills** – Cindy Menard noticed bills on the manifest for books dated February, March and April 2009 that were being processed for payment in August 2009. A systemic problem was discussed regarding who opens the bills, and where they are put for payment. These book bills were placed in a file in a drawer, not in the usual bill paying location.

BUILDING AND GROUNDS

- **Tours on Old Home Day** – The library and the old schoolhouse will be offering tours on Saturday, August 22, 2009. Cindy Menard offered to weed the grounds on Friday August 21.

OTHER

Meeting in Epsom, September 14, 2009 – Terry Caplette plans to attend this SILC meeting. Heather Tiddes will also attend the meeting as the Pembroke SILC representative.

NON-PUBLIC SESSION

MOTION: Cindy Menard moved to go into non-public session under RSA 91-A:3 11a at 8:55 p.m. Marie Brezosky seconded. Motion passed on roll call vote 4-0.

MOTION: Rosemary Nunnally moved to come out of non-public session under RSA 91-A:3 11a at 9:25 p.m. Cindy Menard seconded. Motion passed on roll call vote 4-0.

MOTION: Marie Brezosky moved to seal the minutes of the 8/19/09 non-public session under RSA 91-A:3 11a. Cindy Menard seconded. Motion passed on roll call vote 4-0.

NEXT MEETING(S)

The next regular Library Trustee meeting will be the **third Wednesday**, September 16, 2009.

ADJOURN

Motion: Rosemary Nunnally moved to adjourn at 9:30 p.m. Cindy Menard seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,

Susan P. Gifford, Recording Secretary