



**Use of the Pine Grove Meeting Room** - The reservation form for use of the Pine Grove Room has been revised and needs to be approved by the Library Trustees prior to use. Copies were provided to each Trustee. Please email any changes to the form to Heather Tiddes as soon as possible.

**LIBRARY ACTIVITIES**

- **Children's activities** – Cindy Stosse reported that story time started back up after Labor Day. Saturday hours were reinstated September 12, 2009.
- **Volunteers** - Some students from Pembroke Academy have offered to volunteer at the library.
- **Programs** - On September 17, 2009 the Friends will sponsor an evening of appraisals on Old Books. On October 7, 2009, at 6:30 p.m. Wacky Songs from the 1920's to the 1980's will be presented at the library by Calvin Knickerbocker. Calvin's well received program several years ago, World War II Songs will return and be presented at the library on November 4, 2009 at 6:30 p.m. to honor Veterans. Cindy Stosse noted that resident of Heritage Heights include information on Pembroke Library programs in their newsletter.
- **Friends of the Pembroke Library** – Joyce Heinrich noted the yard sale went well. Due to rain on Saturday, the sale was extended to Sunday and made approximately \$200. On September 17, 2009 Ken Goss will offer appraisals in the Pine Grove Room. Tickets will be given out first come, first served. The maximum number of people the meeting room can hold is 60 at one time. Persons with later number tickets may be asked to wait outside if it nice, or to come back in a while. The format is that Ken will speak for about 20 minutes and then will meet with each person to provide appraisals. A donation jar will be utilized. Each person will be allowed to bring 2-3 books for appraisal. On Wednesday, October 7, 2009 in conjunction with Wacky Songs night, the Friends will be holding a fundraiser at Uno's Pizzeria. Coupons will be distributed ahead of time, and up to 20% of sales at Uno's on Fort Eddy Road in Concord will be donated to Friends of the Pembroke Library. In November, themed raffle baskets will be set out. Winners will be drawn after the Polar Express event in December. Donations for the baskets are welcomed. The Library Trustees extended their thanks and appreciation for all the Friends do for the library. They work hard and accomplish a lot as a small group. THANK YOU FRIENDS!!!!!!!!!!!!!!!!!!!!
- **Computer classes for seniors** - Cindy Stosse was ready at 8:30 a.m. this morning (9/16/09) but no students arrived. The next class is scheduled for 9/23/09.

**BUSINESS ITEMS AND PERSONNEL –**

- **Website** – The new town website is up and running. Staff will update sections of the Library page.
- **Trustees and staff roster** – Terri has updated the Library Trustee and staff roster. She will drop it off at the library by the end of the week so Heather can distribute it.
- **Performance Reviews** - Because there is no review form in place for the library staff, Cindy Stosse took the job description and job performance standards approved in 2007 for the Assistant Library Director position, and reviewed them against Heather Tiddes' performance. Heather does more than is required or expected of her position. Cindy Stosse distributed a summary of the review to the Library Trustees. Heather Tiddes anniversary is September 16 - 6 years - Happy Anniversary Heather! The Library Trustees appreciate all you do. Again, at the September 30, 2009 meeting, personnel procedures, files, forms and policies will be fully discussed. For now, since Heather's anniversary is here, the performance review was completed with the information available. Cindy Menard will purchase a CONFIDENTIAL stamp for use in the office. Cindy Stosse will get prices for a locking file cabinet to keep personnel files and sensitive documents secure.

**Motion:** Cindy Menard moved to accept the evaluation of the Assistant Library Director and award 2% merit raise, as recommended by the Library Director, effective September 16, 2009. Joyce Heinrich seconded.

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

**MERIT RAISE APPROVED AS PRESENTED ON A 5-0 VOTE**

- **Vacation history, correction of prior years accumulated Earned Time** - When Cindy Stosse reviewed a copy of the existing personnel policies and procedures, she found that the Library Director position accrues vacation time at 120 hours per year, beginning at year one through year nine. The town employee policies are accrual of earned time at 80 hours per year for five years, then it goes up to 120 hours per year. Because the town has been accruing and carrying forward Cindy Stosse's earned time at 80 hours per year rather than 120 hours per year, a discrepancy exists. Vacation hours in excess of the 80 hours allowed to carry forward at this time are owed to Cindy Stosse. One time exceptions on earned time may be paid out to the employee, if submitted to Town Hall and the library budget can cover the funds. Cindy requested a print out of vacation time earned and used since she was hired. It will take a memo from the Library Trustees to the Town Administrator to correct the accrued amount. At the September 30, 2009 meeting this issue will be resolved as part of the Personnel Policies discussion. Sick time is separate, and not included in this calculation. Cindy Stosse plans to take a full week off at Thanksgiving and Christmas to use up some of this accrued time. She will post "No Story Time" during vacation weeks in advance. Cindy Menard asked if Cindy Stosse had considered working a longer day, 4-day week. If the days and dates are know ahead, Library Trustees could volunteer to be the second staff at the library. In the future, Cindy Stosse will block off full weeks of vacation over Thanksgiving and Christmas, because summer is her busiest time with the Summer Reading Program.
- **Use of credit card** - Cindy Stosse noted that the library has charge accounts at its most used vendors - Borders, Staples and Sams Club. Cindy Stosse does not see any need for a general credit card.
- **Background Checks** - The procedure for background checks on library volunteers will be discussed at the September 30, 2009 meeting on personnel policies and procedures. For student volunteers, the Library Trustees may rely on the referring entity, Pembroke Academy. If performed, the Library would forward them to the NH State Police.
- **Donation in John B. Goff's name** - Cindy Stosse will select a book and order an engraved plate. The family will be invited to a presentation of the book.
- **Long Range Plan**- The long range plan was completed and was included with the proposed 2010 Library budget submitted to the Board of Selectmen. Cindy Menard noted that going forward, she would like to add a section to the Long Range Plan on favorable Public Relations and measurement of customer service.
- **Computer Conversion** – Cindy Stosse reported that the conversion was progressing. Discrepancies in book titles and bar codes are being fixed as they occur.
- **Budget** – The 2010 proposed library budget was submitted to the Board of Selectmen, along with a copy of the Library Long Range Plan.
- **CIP requests 2010**- After discussion the library CIP request for 2010 was withdrawn; however, the last year of two other CIP items was left in. Joyce Heinrich and Cindy Menard attended the Board of Selectmen meeting to support the withdrawal of the CIP request for 2010. The existing carpeting in the meeting room can be steam cleaned and the Library Trustees can make do with it for another year. Part of the problem is that the Library Trustees were told that CIP items must be for \$10,000 or more. They understood this to mean one item over \$10,000 or several items totaling over \$10,000. Marie Brezosky spoke with David Jodoin, Town Administrator, and has his support for replacing the rotting and peeling Hardy Planks, possibly with vinyl siding. Marie noted the one board was replaced in October 2006. She would like to know which board that was, and how it is standing up now. The Library Trustees will get estimates for replacing the rotting boards, or doing the entire building with vinyl siding as a future CIP item. It was discussed that there is a town fund that can be accessed for extensive repairs to a public building.

### **BUILDING AND GROUNDS**

- **Tours on Old Home Day** – As the beginning point of various tours, the library made its bathrooms available during the Historical Society and Grange tours offered during Old Home Day festivities. Cindy Menard offered to weed the grounds on Friday August 21.
- **Keys and locks** - Cindy Stosse will set up codes for each individual with access to the library.

### **OTHER**

**Meeting in Epsom, September 14, 2009** – Chairman Fowler noted that she, Marie and Heather found the SILC meeting on 9/14/09 very informative. Many times during the agenda, the importance of being positive, going

forward with a positive attitude, and how being positive energizes the work group and makes it stronger. It was mentioned several times that Library Trustees should be active in library programs and community activities.

**Budget Course** - A budget course sponsored by NH Library Association will be held. Information is in the NHLA newsletter. The State Library Association is also planning to review all state RSA's referring to libraries and make them more clear.

**Literacy grant** - The NH Cultural Affairs division sent out a press release on a literacy grant available in NH. The deadline for applications is December 1, 2009.

**NEXT MEETING(S)**

The next special Library Trustee meeting will be September 30 2009 beginning at **6:00 p.m.** . The next regular Library Trustee meeting will be the **third Wednesday**, October 21, 2009.

**ADJOURN**

**Motion:** Joyce Heinrich moved to adjourn at 9:00 p.m. Marie Brezosky seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,

Susan P. Gifford, Recording Secretary