

**MINUTES  
PEMBROKE LIBRARY TRUSTEES MEETING**

**October 21, 2009**

**Approved 11-18-09**

**LIBRARY TRUSTEES PRESENT:** Pat Fowler, Chair; Peggy Topliff, Vice Chair; Joyce Heinrich, Treasurer; Marie Brezosky, Alternate Library Trustee; Rosemary Nunnally, Alternate Library Trustee

**EXCUSED:** Terri Caplette, Cindy Menard

**STAFF:** Susan Gifford, Recording Secretary; Cindy Stosse, Library Director; Heather Tiddes, Assistant Librarian  
Rosemary Nunnally was designated to vote for Cindy Menard. Marie Brezosky was designated to vote for Terri Caplette. Chairman Fowler called the meeting to order at 6:35 p.m.

**CITIZEN COMMENT – none**

**REVIEW AND APPROVAL OF MINUTES**

**Motion:** Rosemary Nunnally moved to approve the minutes of September 16, 2009 as corrected. Joyce Heinrich seconded.

**VOTE:** JOYCE - Y PEGGY- Y PAT- Y  
MARIE – Y ROSEMARY - Y

**MINUTES OF SEPTEMBER 16, 2009 APPROVED AS CORRECTED ON A 5-0 VOTE**

**CORRESPONDENCE** – none

**TREASURER'S REPORT**

**Treasurer's Report 10/21/09–**

**Account Balances**

Foss Account	\$6,650.18
Capital Reserve	3,504.98
TD Bank North	3,937.59
Donation	1,975.65
Fax Fees and Fines	6,268.55

Cindy Stosse reported that grant money has come in from Kids in the Arts (\$295) and the Humanities Council (\$235). For the month of October, expenses should be at 83.3% of budget. Overall, the library is at 82.17% . All of the payrolls and monthly bills have been submitted for October.

**Motion:** Rosemary Nunnally moved to approve the Treasurer's report of October 21, 2009 as presented. Peggy Topliff seconded.

**VOTE:** JOYCE - Y PEGGY- Y PAT- Y  
MARIE – Y ROSEMARY - Y

**TREASURER'S REPORT OF OCTOBER 21, 2009 APPROVED AS PRESENTED ON A 5-0 VOTE**

**LIBRARIAN'S STATISTICAL REPORT *September 2009***

Circulation: 3,700 Reference – 198 Computer Usage: 498 Volunteer hours - 22.5  
Inter-Library Loans – 140

Cindy Stosse noted that circulation is on target to exceed 40,000 items for 2009. That would make circulation figures double what they were in 2005.

**Use of library in the summer by out of town PA Students -** It was discussed that the annual school-year library cards obtained by out of town Pembroke Academy students are only valid for summer reading assignment material. For any other use, an out of town card must be purchased. This policy will be clarified at the upcoming policy review meeting.

**Use of library when fees are owed -** When fees for overdue books and missing items exceed \$5.00, borrowing privileges are suspended. If a minor owes the fees, borrowing privileges are suspended for the family. A parent or guardian must sign for a child under the age of 18 to obtain a library card. This policy will also be clarified. Amnesty days, where materials can be returned with no fee assessed, have been held in the past.

**Use of computers** - By policy, library staff should be checking patron library cards for use of the computers. Non-patrons or visitors should sign in as "guest" for computer usage. Patrons owing fines should also not be allowed to use computers as per library policy.

### **LIBRARY ACTIVITIES**

- **Children's activities** – Cindy Stosse reported that story time continues to be busy. In addition, 48 children attended Literacy night on Friday, October 16, 2009.
- **Sixth grade visits** - Five sixth grade classes were welcomed to the library in groups. Heather Tiddes provided information on using the library for research projects.
- **Programs** - On September 17, 2009 the Friends sponsored 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 was presented at the library by Calvin Knickerbocker. Fourteen people attended Wacky Songs. 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. Dave Durst will put up a photograph art display at the library. Large photos can be purchased with a profit of \$5.00 to the library and small photos can be purchased, with \$2.00 profit to the library. He proposed to set up the display the week of October 19. Cindy Stosse will email the Library Trustees when the display is up. During the month of November, the library will again display a 'Wall of Fame' with photos and information on anyone with ties to Pembroke who has served, or is serving in any branch of the military. Cindy Stosse sent letters to the local VFW and American Legion soliciting photos. The photos do not have to be of military loved ones in uniform.
- **Downloadable books** - Heather Tiddes has received some training, and downloadable books will be available starting November 1, 2009.
- **Friends of the Pembroke Library** – Joyce Heinrich noted the book appraisal night went well. On Wednesday, October 7, 2009 in conjunction with Wacky Songs night, the Friends held a fundraiser at Uno's Pizzeria that raised \$66. On October 17, 25 children enjoyed the Friends pumpkin decorating event. 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 welcome before the first Wednesday, November 4. The Friends will be putting the baskets together at the library on November 4, while listening to World War II songs. Joyce reported that a couple of new members who are computer literate have joined the Friends and are most welcome additions to the group. 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.

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

- **Website** – The new town website is up and running. Staff will consult Linda Williams at Town Hall for instruction on updating sections of the Library page.
- **Trustees and staff roster** – A revised Library Trustee and staff roster was distributed by Heather. Please let Heather know if any corrections are needed.
- **2010 Budget** - No dates have been set yet for meetings with the Budget Committee.
- **Donation in John B. Goff's name** - Cindy Stosse has ordered a beautiful calligraphy book and a book plate will be placed inside the book. A letter from the Library Trustees to the family will be drafted and arrangements will be made to present the book when all is ready. Once the book is in the collection, it will first be placed on the 'hold' cart.
- **Personnel policies** - Chairman Fowler noted that a productive work session was held, and to continue moving forward, another policies meeting will be scheduled. Library Trustees agreed on Wednesday, October 28, 2009 at 6:00 p.m. for this meeting. One policy that is no longer offered by Town Hall is advance payment of vacation pay. That needs to be updated in the policy manual. Cindy Menard spoke to a legal entity located in Lebanon NH that could review the finalized Personnel Policies once they are complete. They would charge an hourly rate for their services. The NH Local Government Center, which Pembroke is a member of, has attorneys on staff that could review policies at no cost (above membership fee) to the library.
- **Department of Labor posters** - Chairman Fowler noted that the up to date posters that employers are required to post for its employees by law are available to download and print out for free from NH Department of Labor website.

Once printed, the library has a laminator that can preserve the poster.

- **Library hours Thanksgiving week** - On Wednesday, November 25, 2009 the library will close at noon and remain closed Thursday and Friday, as will the Town of Pembroke personnel. No decision was made on library hours for Saturday November 28, 2009. Discussion ensued on how staff take holiday pay. If staff is scheduled to work on Monday and it is a holiday, they get the day off with pay. If staff is not scheduled to work a holiday, they provide notice of taking a holiday on another work day. If the Library Trustees vote to close the library on a particular day, there is paid time provided to staff scheduled to work that day. Holidays are an area of the personnel policies that need clarification.
- **Vacation time** - According to the Library Personnel policies, the Library Director should be earning three weeks per year paid vacation, rather than two weeks. An adjustment to personnel policy needs to be made, as well as plans for Cindy Stosse to take some of her accrued time off.

### **BUILDING AND GROUNDS**

- **New Toilet** - A new toilet was purchased and installed. A bill for \$571 was received from New England Plumbing. A new water heater, at a cost of \$880 including labor and materials, was also purchased. Both expenses will be charged to Building Maintenance, even though this line item is already over budget. This will give the Library Trustees accurate information for planning future budgets.
- **Locking safe** - Cindy Stosse has researched the cost of a locking safe for personnel and other confidential information. Chairman Fowler has researched prices of locking safes at Reliable, and passed around pages from the catalog showing several sizes from \$69.99 for a small safe that would need to be bolted to the floor, to \$129 for a larger safe. Cindy will check prices at Adams Lock and Safe, and at an outlet in Manchester she became aware of.
- **Keys and locks** - Cindy Stosse has setting up codes for each individual with access to the library on her "to do" list, along with researching the services of a collection agency when time allows.

### **OTHER**

**Meeting regarding peeling paint** – Marie Brezovsky noted that she met with David Jodoin, Town Administrator, regarding the peeling paint on the outside of the library, and the history of discussions and tentative solutions.

**Letter from IFL** - The Library Trustees need a copy of the official response to the request from Institute for Learning that the library be designated as a pick up area for pre-school students if there were an emergency event at their school. Terri Caplette has the original letter and will provide a draft response letter for the December 16, 2009 meeting.

**Library Trustees Code of Conduct** - Cindy Stosse provided an example of Library Trustee Code of Conduct from a college library in Pennsylvania. The Pembroke Library Trustees will read it over, and provide comments on drafting such a policy, to be discussed at a future meeting.

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

The next special Library Trustee meeting will be October 28, 2009 beginning at **6:30 p.m.** . The next regular Library Trustee meeting will be the **third Wednesday**, November 18, 2009.

### **ADJOURN**

**Motion:** Marie Brezovsky moved to adjourn at 8:11 p.m. Peggy Topliff seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,

Susan P. Gifford, Recording Secretary