

**MINUTES  
PEMBROKE LIBRARY TRUSTEES MEETING**

**November 18, 2009**

**Approved 12/16/09**

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

**EXCUSED:** 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 until she arrived. Chairman Fowler called the meeting to order at 6:35 p.m.

**CITIZEN COMMENT – none**

**REVIEW AND APPROVAL OF MINUTES**

**Motion:** Peggy Topliff moved to approve the minutes of September 16, 2009 as corrected. Rosemary Nunnally 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**

**Motion:** Joyce Heinrich moved to approve the minutes of the special meeting October 28, 2009 as corrected. Rosemary Nunnally seconded.

**Discussion:** Thank you Marie Brezosky for summarizing the minutes of the special meetings as they occur.

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

**MINUTES OF OCTOBER 28, 2009 APPROVED AS CORRECTED ON A 5-0 VOTE**

**CORRESPONDENCE – none**

**TREASURER'S REPORT**

**Treasurer's Report 11/18/09–**

**Account Balances**

Foss Account	\$6,650.18
Capital Reserve	3,504.98
TD Bank North	3,937.59
Donation	2,010.65
Fax Fees and Fines	6,389.30

Cindy Stosse reported that next month, the town financial report will include all expenses but the last payroll of December. At November 18, the salary budget is at 86.94%, operational budget is at 88.55%. By November 30 the overall budget should be 91.63% spent.

**Motion:** Peggy Topliff moved to approve the Treasurer's report of November 18, 2009 as presented. Rosemary Nunnally seconded.

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

**TREASURERS REPORT OF NOVEMBER 18 2009 APPROVED AS PRESENTED ON A 5-0 VOTE**

**LIBRARIAN'S STATISTICAL REPORT *October 2009***

Circulation: 3,033      Reference – 228      Computer Usage: 455      Volunteer hours - 25.5  
Inter-Library Loans – 138      Downloadable books - 11 as of November 17, 2009 (only available since November 5)

Circulation is slightly down compared to the same period last year due to glitches in the Alexandria software. Heather Tiddes has contacted the company regarding some books not recording as checked out. Staff is paying close

attention to each screen to ensure all items are showing as checked out. Cindy Stosse had researched the cost to tie computer use into the circulation software, using patron cards to activate use. The cost would be about \$2,000 and it would sign people out automatically after one hour of use. Visitor cards would be issued for 15 minute periods.

The downloadable books catalog has 280 titles available for MP3's. For use with Ipods, the patron needs to have iTunes installed. Two publishers (encompassing many titles) allow downloads to burn onto a CD. The complete list of book titles is on the website. There are 2,800 titles in the collection and there is a limit of 3 titles per patron at a time. Heather Tiddes has developed 10 "How To" manuals that explain how to access downloadable books from home. The manuals can be checked out, and most are checked out at any one time. Heather has provided information to both the Hooksett Banner and Concord Monitor about the newly available downloadable books at the Pembroke Library. The Library Trustees expressed their appreciation of Heather's work on downloadable books.

Cindy Stosse reported that the State Library has the local libraries provide a head count on library use each November. The people count has increased 8,000 over last year (28,000 plus 8,000 'people visits' over a year). The number of patrons at the Pembroke Library is about 6,800 and includes Pembroke Academy students from out of town who are allowed school year access.

### **LIBRARY ACTIVITIES**

- **Children's activities** – Cindy Stosse reported that story time continues to be busy with 5-9 children per session. Lap sit brings 12-15 children and their parents. Five new children attended lap sit today. The Polar Express party is scheduled for December 17, 2009.
- **Programs** - Calvin Knickerbocker presented World War II Songs at the library on November 4, 2009 at 6:30 p.m. to honor Veterans. Those who attended enjoyed the program very much.
- **Friends of the Pembroke Library** – Joyce Heinrich noted that themed raffle baskets were assembled and are on display at the library. The winners will be drawn at the Polar Express party on December 17. Several of the new members are computer literate, which is a big help to the group. On the Wednesday after Christmas, the Friends will raffle off a New Year's Basket. That raffle will begin the week of December 17<sup>th</sup>.
- **Grants** - Cindy Stosse has completed a grant application due December 1, 2009 for 100 "Feel Better Bags." The grant is for \$1,178 to assemble an age-appropriate book, coloring book and crayons in a plastic bag. Parents can call in and pick up a packet for a sick child, which they keep. Second, there is another grant application to the American Library Association for \$3,000 for the summer reading program. Cindy Stosse planned out next summer's reading program for children, teens and adults to apply for this grant. Third, Cindy Stosse is looking into applying for NH Moose License Plate funding to create a database and history of Pembroke on an extra server.
- **Joint Loss Management Committee** - Department representatives meet to create to the town's Joint Loss Management Committee. This group is associated with the Local Government Center, which provides liability insurance to the town. Two representatives from the LGC, along with a representative from each department tours each town facility with an eye toward safety issues. The safety inspection at the Pembroke Library was well done. All of their recommendations were helpful, minor and easily implemented. For example, Heather Tiddes prepared and posted evacuation routes, locations of first aid kits and emergency phones in various parts of the library. As a result of a recent inspection, the maximum capacity of the library meeting room has now been set at 44, down from an earlier allowance of 60, taking into account tables and chairs.

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

- **Website** – Updating sections of the Library page on the town website in on staff's TO DO list.
- **Donation in John B. Goff's name** - Cindy Stosse has ordered a beautiful calligraphy book, which is due in soon. A book plate will be attached. 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 for family to view or check out.
- **Personnel policies** - Chairman Fowler noted that another productive work session was held on Wednesday, October 28, 2009 at 6:00 p.m. The Library Director is pricing locking file cabinets to hold personnel files and other

confidential information. There is a surplus office store in Manchester NH that provides used supplies to non profits, and it is open limited hours. Cindy Stosse will check into this.

- **Example of Library Trustee Code of Ethics** - The Library Trustees will review the example of a policy from Albright College in Pennsylvania that Cindy provided last month. Library Trustees will finish reviewing the other policies they have already started reviewing, and will discuss this policy along with others at a future work session.
- **Department of Labor posters** - Chairman Fowler and/or other Library Trustee will ensure the most up to date posters that employers are required to post for its employees by law are displayed at the library.
- **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.
- **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 was made, as well as plans for Cindy Stosse to take some of her accrued time off. Cindy will be taking November 19-November 28, 2009 and December 23-31, 2009 as vacation time off. She has also proposed that she be paid for 4 weeks vacation time that needs to use before the end of the calendar year. There are funds in the personnel budget to cover this expense. Town policy is that 80 hours maximum vacation time can be carried into the next year. The time taken, plus time paid out, would leave Cindy Stosse 10-12 hours to carry over into 2010. At three weeks vacation time accrual, Cindy would have enough time accumulated before her planned April 2010 vacation. Library Trustees will look over the proposed vacation pay out and act on it at the next meeting.
- **Sexual harassment policy** - Library staff have discussed compliance with sexual harassment policies. Specifically, when do we call the police, handle the situation verbally or go to the Town Administrator to start an investigation. If a patron is offended, the matter will go directly to the police. If an issue occurred employee to employee, the Library Director would contact the Library Board of Trustees. They would then contact the Pembroke Police for guidance. The Local Government Center offers on-line training on this topic at no cost.

## **BUILDING AND GROUNDS**

- **Keys and locks** - Cindy Stosse is collecting codes from each individual with access to the library.

## **OTHER**

**Meeting regarding peeling paint** – Marie Brezosky met with David Jodoin, Town Administrator, regarding the peeling paint on the outside of the library, and the history of discussions and tentative solutions. With the budget meetings scheduled and the winter weather approaching, it is likely to be spring before solutions can be discussed.

**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 will draft a response letter for Board review at the December 16, 2009 meeting making it clear that the Library Trustees require that 1) the library staff is called first to obtain permission, 2) school staff are present to supervise children at all times they are in the library and 3) children will remain in the meeting room until they are picked up.

## **NON-PUBLIC SESSION**

**MOTION:** Peggy Topliff moved to go into non-public session under RSA 91-A:3 11a at 8:20 p.m. Terri Caplette with the following voted recorded - Peggy Topliff, yes; Joyce Heinrich, yes; Rosemary Nunnally, yes; Terri Caplette, yes; Pat Fowler, yes. Motion passed on roll call vote 5-0.

**MOTION:** Rosemary Nunnally moved to come out of non-public session under RSA 91-A:3 11a at 9:35 p.m. Joyce Heinrich seconded with the following voted recorded - Peggy Topliff, yes; Joyce Heinrich, yes; Rosemary Nunnally, yes; Terri Caplette, yes; Pat Fowler, yes. Motion passed on roll call vote 5-0.

**MOTION:** Joyce Heinrich moved to unseal the minutes of the 10/28/09 non-public session under RSA 91-A:3 11a. Peggy Topliff seconded with the following voted recorded - Peggy Topliff, yes; Joyce Heinrich, yes; Rosemary Nunnally, yes; Terri Caplette, yes; Pat Fowler, yes. Motion passed on roll call vote 5-0.

**MOTION:** Joyce Heinrich moved to seal the minutes of the 11/18/09 non-public session under RSA 91-A:3 11a.

Peggy Topliff seconded with the following voted recorded - Peggy Topliff, yes; Joyce Heinrich, yes; Rosemary Nunnally, yes; Terri Caplette, yes; Pat Fowler, yes. Motion passed on roll call vote 5-0.

**NEXT MEETING(S)**

Cindy Stosse returned to meeting at 9:38 p.m.. Library Trustees Board members & Library Director discussed the next work session to continue reviewing personnel policies. A special meeting to review personnel policies will be held January 6, 2010 @ 6:00 p.m. The next regular Library Trustee meeting will be the **third Wednesday**, December 16, 2009 at 6:30 p.m.

**Budget Committee Meeting** - The Budget Committee is meeting Thursday, November 19, 2009. Cindy Stosse will inquire where the Library fits into the Budget Committee schedule. The warrant article passed in March 2009 was for \$3,500 for reference books. This needs to be funded by the town by December 31, 2009, whether or not taxes are collected. Cindy Stosse will talk to David Jodoin about whether a warrant article needs to be done each year.

**ADJOURN**

**Motion:** Peggy Topliff moved to adjourn at 9:40 p.m. Rosemary Nunnally seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,  
Susan P. Gifford, Recording Secretary