

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING**

December 16, 2009

Approved 1-20-2010

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

EXCUSED: Joyce Heinrich, Treasurer; 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 Joyce Heinrich. Chairman Fowler called the meeting to order at 6:30 p.m.

CITIZEN COMMENT – none

REVIEW AND APPROVAL OF MINUTES

Motion: Peggy Topliff moved to approve the minutes of November 18, 2009 as corrected. Marie Brezosky seconded.

VOTE: TERRI - Y PEGGY- Y PAT- Y
 MARIE – Y ROSEMARY - Y

MINUTES OF NOVEMBER 18, 2009 APPROVED AS CORRECTED ON A 5-0 VOTE

CORRESPONDENCE – Donations to the library were received from the Nunnally's, the Rebekahs group, and from a donor in memory of Charles Putnam. Marie Brezosky will send thank you notes. The Library Trustees also received a letter and business card from County Commissioner Leo Bernier stating there would be no increase in the Merrimack County portion of the tax rate this year.

TREASURER'S REPORT

Treasurer's Report 12/16/09–

Account Balances

Foss Account	\$6,650.18
Capital Reserve	3,504.98
TD Bank North	3,937.59
Donation	2,075.65 as of November 16
Fax Fees and Fines	6,389.30 as of November 30

Cindy Stosse drafted a request to Town Hall to fund the library capital reserve account as per the March 2009 warrant article. The request is a formality, and will be sent to the Town Administrator. Changes in health insurance and other insurances will affect the 2010 budget by 1.1%. Cindy Stosse noted that the expenditure report from Town Hall is as of 12/11/09 and does not include the second payroll of December 2009. Cindy Stosse provided a summary of budgets from 2003 through 2009 and the proposed library budget for 2010. Approximately \$14,000 remains in the 2009 budget.

Motion: Peggy Topliff moved to approve the Treasurer's report of December 16, 2009 as presented. Rosemary Nunnally seconded.

VOTE: MARIE- Y PEGGY- Y PAT- Y
 TERRI – Y ROSEMARY - Y

TREASURERS REPORT OF DECEMBER 16, 2009 APPROVED AS PRESENTED ON A 5-0 VOTE

LIBRARIAN'S STATISTICAL REPORT *November 2009*

Circulation: 3,233 Reference – 115 Computer Usage: 370 Volunteer hours - 14.75
Inter-Library Loans – 123 Downloadable books - 21

Cindy Stosse predicts that circulation for 2009 will definitely go over 40,000.

LIBRARY ACTIVITIES

- **Children's activities** – Cindy Stosse reported that story time continues to be busy. The Polar Express party is

scheduled for December 17, 2009.

- **Programs** - Cindy Stosse noted that Pembroke Library programs are open to all, not just patrons or residents. On Wednesday, January 6, 2010 at 6:30 p.m., the Library is very fortunate to have a representative from Child Development Institute of Sarah Lawrence College coming to facilitate the program "*When Learning Comes Naturally*." The program aired once on NHPTV in the fall. This will be the only screening in New England. Cindy Stosse is sending notices to teachers and other schools in the area.
- **Friends of the Pembroke Library** – Themed raffle baskets are on display at the library. The winners will be drawn at the Polar Express party on December 17. On the Wednesday after Christmas, the Friends will raffle off a New Year's Basket. That raffle will begin the week of December 17th. The Friends are providing a \$500 donation to Library.
- **Christmas in the Village** -Heather Tiddes noted that the library had a steady stream of visitors at their craft tables on Sunday, December 6, 2009. The program was well attended.
- **Grants** - Cindy Stosse submitted two grant applications within deadline. One is a grant 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. Notification on awards of the "Feel Better" grant will be sent out in March 2010. Second, there was a grant application submitted to the American Library Association for \$3,000 for the summer reading program. Regarding the NH Moose License Plate conservation, grants are available up to \$10,000. However, Janet Ecklund stated they are still not funding digital preservation. Preservation must be done on items the library owns. Jim Bachelder is scanning Pembroke Academy material. The library has an extra server and backup to store information. Cindy Stosse will research a less expensive scanner for possible purchase or donation.

BUSINESS ITEMS AND PERSONNEL –

- **Website** - Cindy Stosse noted that the circulation catalog will be online starting the end of January 2010 on the Library section of the Town website. Patrons will be able to order books from home, staff will pull the materials and have them ready for pick up. Cindy Stosse researched software for self maintaining public computers that interface with the circulation software. The system will not let patrons with overdue material log onto the public computers. It monitors time on the computer, requests print approval from the librarian, and issues guest card computer privileges for 15 minute periods. A two-month trial period is available. The site license per computer is \$200 (the library currently has 9 public use computers, or a one-time unlimited site license is \$2,000 (equivalent to 10 computers). After the one time site fee, the annual fee is between \$250 and \$400. Because it would be the only site so far in NH, one vendor is offering a 25% discount on the cost.
- **Donation in John B. Goff's name** - Cindy Stosse has ordered a beautiful calligraphy book, which is due in soon.
- **Locking Safe** - It was noted that Sears carries a fireproof, locking safe for \$59.99. There is a surplus office store in Manchester NH that provides used supplies to non profits, and it is open limited hours. Pat Fowler will check into this.
- **Plowing** - The Library was open last Wednesday during the snow storm. The Highway crew was having difficulty with the plows, and the parking lot was not cleared until 5:30 p.m. The library still needs to hire a Saturday shoveler.
- **Peeling paint** - Reno took pictures of the siding with peeling paint.
- **Letter for Institute of Learning** - Terri Caplette distributed a draft letter for review. The Library Trustees agreed to add the date and addresses with street numbers and send the letter out with a Library Trustee signature.
- **Department of Labor posters** - Terri Caplette will ensure the most up to date posters that employers are required to post for its employees by law are displayed in the library staff kitchen area.
- **Personnel policies** - Library personnel policies are the subject of a special meeting January 13, 2010 at 6:30 p.m. The Library Trustees will review the snow day written policy at a special meeting for that purpose.
- **Holiday gathering** - Library Trustees and staff will hold their annual social gathering on Friday, February 5, 2010 at 5:30 p.m.. First choice is the new Veano's restaurant if they can accommodate seating for 15-16 people. Red Blazer will be the backup facility.
- **Draft list of 2010 Holidays** - Cindy Stosse provided a list of proposed 2010 holidays for Library staff, including Thanksgiving and the day after, and Christmas Eve day and Christmas. The list will be finalized at the January 13 personnel policies meeting. If it is stated that the Saturday after Thanksgiving is a NON paid holiday, staff would

need to work or use earned time.

- **Copy Machine maintenance agreement** - Cindy Stosse stated that the cost of an annual maintenance agreement went from \$700 last year to over \$900 this year. Cindy Stosse does not want to contract for a service agreement any more at that price;. The Library will own the copy machine after this year, and could pay for repairs if and when they are needed.
- **Dates of 2010 Library Trustee meetings** - Cindy Stosse provided a list of the monthly regular Library Trustee meetings for 2010. She will post the dates at Town Hall , the Police Station and the Library.
- **Employee resigning** - As of January 15, 2010 Erin's college course schedule is too heavy for her to continue the hours she has been working (20 hours per week). Erin is willing to be a substitute if needed, and she is willing to work Wednesdays until a new person is hired. Cindy Stosse needs someone to do children's programs. There is enough funding in the budget to hire someone for 15 hours per week at \$12.50 an hour. Cindy proposes the days be Tuesday, Wednesday and Thursday from 10:00 a.m. to 3 p.m. This schedule would appeal to a mother of school aged children. Cindy would also bump Marie Gray's hours up from 16 to 20 hours per week. Cindy Stosse proposes to advertise in the Concord Monitor only for a "Children's Librarian" and include the salary at \$12.50 per hour. Cindy Stosse would be able to train someone who is good with children to perform the duties of the position. Cindy Stosse would do young adult work. At the next meeting, Cindy Stosse will provide a draft advertisement that will run one weekend in the Concord Monitor and on the town website.
- **Policy on snow days** - Cindy Stosse contacts Heather Tiddes to determine how the weather is in Pembroke. Usually the weather is worse where Cindy Stosse lives. If Cindy can make it in, the library tries to be open. We make every effort to remain open if it is safe to do so. There is no story time if Pembroke schools are closed or delayed.

OTHER The Library Trustees will send Joyce Heinrich a get well card.

NEXT MEETING(S)

A special meeting to review personnel policies will be held January 13, 2010 @ 6:00 p.m. The next regular Library Trustee meeting will be the **third Wednesday**, January 20, 2010 at 6:30 p.m..

ADJOURN

Motion: Peggy Topliff moved to adjourn at 7:52 p.m. Rosemary Nunnally seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,

Susan P. Gifford, Recording Secretary

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