

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING
January 20, 2010 Pending 1-24-10**

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

EXCUSED: Peggy Topliff, Vice Chair; Cindy Menard

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

Rosemary Nunnally was designated to vote for Peggy Topliff. Marie Brezosky was designated to vote for Cindy Menard. Chairman Fowler called the meeting to order at 6:30 p.m.

CITIZEN COMMENT – Lynn Lamy and Ann Hasbany attended the Library Trustee meeting as potential Library Trustees. Laurie Hill will observe a future meeting as a potential Alternate Library Trustee.

REVIEW AND APPROVAL OF MINUTES

Motion: Marie Brezosky moved to approve the minutes of December 16, 2009 as corrected. Rosemary Nunnally seconded.

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

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

CORRESPONDENCE – A donation to the library was received from Brent Michaels. Marie Brezosky will send a thank you note.

TREASURER'S REPORT

Treasurer's Report 1/20/2010–

Account Balances

Foss Account	\$6,650.18	
Capital Reserve	3,504.98	
TD Bank North	3,937.59	
Donation	2,279.79	as of January 20, 2010
Fax Fees and Fines	5,824.41	as of January 20, 2010

Joyce Heinrich noted that she made a transfer from the Fax, Fees and Fines account to the Donation account to pay for the library tote bags. Cindy Stosse reported that \$600 was received back from Alexandria software for unused tutoring time. This was deposited in the donation account.

Joyce Heinrich noted that passbook account interest was very little. The Library Trustees had discussed previously combining the passbook account with the donation account and moving it to a money market account with checks. The Fax, Fees and Fines account would also be moved to a money market account with checks, to eliminate the need to transfer money to donation account to write a check. Cindy Stosse noted that the Town of Pembroke is moving its banking transactions from Citizens Bank to TD Bank. Joyce Heinrich will gather information on various account options and present them to the Library Trustees at the February 17, 2010 meeting.

There was \$63.00 left in the 2009 Library operating account that reverts back to the Town. Tomorrow night, 1/21/10, there is a Budget Committee meeting at 6:30 p.m. Basically because the Fire Department needs \$35,000 additional in their budget for a new boiler at the fire station, all departments have been asked to reduce their proposed 2010 budget to zero increase and or justify any overage. The library budget, with \$2,000 removed from heating and \$200 from DVD's would be \$194,774. This is an increase of \$228, less than the insurance increase the library had to absorb. The library business is 'books.' No capital improvement request has been submitted for the library in 2010. Building maintenance line item has been billed \$8000 over this year due to

various unexpected heating and air conditioning system repairs. There are restrictions on the fax, fees and fines account but it could be used for copier repair, should that be necessary in 2010, because the copier is “income generating equipment.” The School budget came in with a 6% increase, and they have been asked to reduce the increase to 3%.

Cindy Stosse passed around for signature the capital reserve form necessary to withdraw the capital reserve funds to pay for Reference Area material purchased as per the warrant article. The associated invoices were attached to form. There is \$3,500 in capital reserve funds paid to the library at the end of 2008, and another \$3,500 paid to the library at the end of 2009. There is \$7,000 in capital reserve funds set aside as per the warrant article for reference materials. The article passed because children and students need book references as part of their research, not just internet searches. Another warrant article is needed to present to Town Meeting 2010. The Library Trustees agreed to space out the original request of \$10,000 for reference materials over three years. The procedure is that a new warrant article needs to be presented each year. Joyce Heinrich, as Treasurer, will request the paperwork needed from Town Hall.

Motion: Joyce Heinrich moved to authorize the expenditure of \$3,640 from Capital Reserve for reference materials as previously discussed. Rosemary Nunnally seconded.

VOTE: MARIE- Y JOYCE - Y PAT- Y
TERRI - Y ROSEMARY - Y

EXPENDITURE OF \$3640 FROM CAPITAL RESERVE APPROVED AS PRESENTED ON A 5-0 VOTE

Motion: Terri Caplette moved to approve the Treasurer’s report of January 20, 2010 as presented. Marie Brezosky seconded.

VOTE: MARIE- Y JOYCE - Y PAT- Y
TERRI - Y ROSEMARY - Y

TREASURERS REPORT OF JANUARY 20, 2010 APPROVED AS PRESENTED ON A 5-0 VOTE

Presentation: Market America

Joyce Heinrich recused herself from the Library Trustees, as she is their liaison to the Friends of Pembroke Library. Regis Lemaire, member of the Friends and Paul Young, member of the Friends and representative of Market America joined the meeting. Regis noted that Paul gave the same presentation to the Friends and their committee vote was not unanimous. Paul Young stated the name of the cash back program is MA Cash back. The site owner earns 2% of on line sales at well known vendors, and referrals earn .5%. Friends of the Pembroke Library would be the referral, and would earn .5% of any on line sales attributed to their card. When the earnings total \$50, the Friends would receive a check or could use the credit to purchase at participating vendors. Paul stated that his goal is to help 100 non profits raise money through this program this year. If the Friends of the Library decide to participate, Paul Young stated he will pay the cost to print up cards and promotional materials for the fundraising. When asked if purchases at the store would count, the answer was no, just on line sales through this portal. Paul Young stated he has purchased gift certificates on line, earning cash back for the entity, and then used them at the store. No personal information is contained in the report to the entity/referral agency. This business came out in November 2009 and is already larger than Amazon.com. In response to Trustee questions, Paul Young is not sure how this would affect the non profit status of the Friends. The Library Trustees stated that advertising and promotional material could not say “Pembroke Town Library.” The material cannot be given out at the library, but could be posted on a community bulletin board. The library cannot promote or endorse any business. The fundraiser at Uno’s, where a percent of the evening’s sales was donated to the Friends is a different situation. There is no middleman, nobody is making money from the transaction

LIBRARIAN’S STATISTICAL REPORT December 2009

Circulation: 2,999 Reference – 133 Computer Usage: 367 Volunteer hours - 24.75

Inter-Library Loans – 119 Downloadable books - 27

Cindy Stosse reported that circulation for 2009 was 40,660.

LIBRARY ACTIVITIES

- **Children’s activities** – Cindy Stosse reported that the first story time since the holidays was attended by 24 under 3 year olds and their parents.
- **Programs** - No new programs scheduled at this time.
- **Friends of the Pembroke Library/Market America** – Joyce Heinrich noted that the group agreed on a tentative schedule for the year at their last meeting. Joyce provided details on month and activity. Two themed basket will be raffled during Mothers Day/Fathers Day - a Maple Syrup theme and a Spa Basket theme. The Friends are looking into showing movies at the library for children and teens. However, obtaining movie rights is very expensive, about \$300 a year.
Regarding Market America, it was discussed that the Library Trustees cannot tell the Friends of the Library what to do, as they are a separate entity. The Library Trustees will advise the Friends to check with the NHLTA, Local Government Center and a local CPA before committing to a marketing program. The policy of the library is that they use the “Friends” non-profit identification number on grant applications. Library policy is that they cannot promote or endorse any business. The slides explaining how the cash back program works used high value sales to explain how the cash back is generated. How likely is it that typical on line purchases would be that high?
- The Library Trustees will send a letter to the Friends indicating their concerns that a business cannot be endorsed or promoted by the library, and that the Friends should seek verification that using this type of fundraising will not jeopardize in any way the non-profit status of the Friends or the library. The people receiving the information cards will associated them with the Pembroke Library. Marie Brezosky agreed to ask NH Library Trustee Association and Terry Knowles at the State AG office about any legal repercussions that could affect the library. The Library Trustees will thank the Friends for the presentation, outline their concerns and offer to get back to them after research is complete. The next Friends meeting is February 3, 2010.
- **Update on grants** - Cindy Stosse reported that the ‘Feel Better Bag’ proposal was not accepted. She is still waiting to hear about the summer reading program grant.

BUSINESS ITEMS AND PERSONNEL –

- **Donation in John B. Goff’s name** - Cindy Stosse received the beautiful calligraphy book, and will order a book plate in memory of John B. Goff and notify the family when the book is ready.
- **Annual Town Report/Warrant Article** - Chairman Fowler thanked everyone for their help and input to the Annual Town Report. Joyce Heinrich will check with David Jodoin on the need for and wording of the article for capital reserve funding for the third year of reference materials.
- **Resignation/New Position Posting** - Cindy Stosse noted that Erin’s resignation was effective January 15, 2010. Cindy distributed a draft advertisement for a new position, Children’s Library Assistant for 15 hours per week, Tuesday-Wednesday-Thursday from 10 am to 3 pm at \$12.50 per hour. The ad will run in the Concord Monitor for one weekend and will be posted on the library list serve, as well as posted in three locations in Pembroke (Town Hall, Police Station and Library), for two weeks. Marie Gray has been increased to 20 hours per week, and there is \$1,400 available in the “Substitute” line item if needed.
- **New Members/Trustees/Alternates** - Peggy Topliff and Cindy Menard have indicated they are not running for reelection. Two Library Trustees are needed. Rosemary Nunnally and Marie Brezosky have indicated that they would like to remain appointed Alternate Library Trustees. There are three Alternate Library Trustee positions, so there is one opening. It was discussed that a trustee can be appointed to fill the remainder of an elected Library Trustee term.
- **Old Home Day Archives/Fowler picture** - A picture of George Fowler was located in the records of the bank. The Library Trustees provide a receipt for donations for tax purposes, however, it does not indicate a value.
- **Locking Safe/Keys and Locks** - Each person will have a different code number once the security system is updated. Pat Fowler will check into the surplus office store in Manchester for a price on a locking safe. It was discussed that

Library Trustees should take down the license plate number if a suspicious vehicle is noticed at the library during off hours.

- **Trustees dinner** - 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. Pat Fowler will confirm which restaurant, and email the details.
- **Personnel Policies /2010 Holidays** - The Library Trustees agreed that for 2010 the Library should be open from 10 am to 4 pm on the Wednesday before Thanksgiving, and be closed on the Saturday after Thanksgiving as a non-paid day. The personnel policy review is complete. Each Library Trustee was given a copy of the policies to proof. Terri Caplette will check on the feasibility of obtaining legal review of the policies from Local Government Center.

Motion: Joyce Heinrich moved to designate the Saturday after Thanksgiving as a closed, non-paid day at the library. Rosemary Nunnally seconded.

Discussion: If it is stated that the Saturday after Thanksgiving is a NON paid closed day, staff who would normally be scheduled to work Saturday would need to work their hours the prior Wednesday or use earned time.

VOTE: TERRI - Y JOYCE- Y PAT- Y
 MARIE - Y ROSEMARY - Y

SATURDAY AFTER THANKSGIVING DESIGNATED AS A CLOSED, NON PAID DAY AT THE LIBRARY ON A 5-0 VOTE

- **Dates of 2010 Library Trustee meetings** - Cindy Stosse posted the list of the monthly regular (3rd Wednesday) Library Trustee meetings for 2010 at Town Hall , the Police Station and the Library, as well as on the town website..
- **Sunshine Fund** - Chairman Fowler noted that Peggy Topliff was not running for reelection as Library Trustee, so someone needs to take responsibility for the Sunshine Fund. Marie Brezosky volunteered to temporarily be in charge of the Sunshine Fund.
- **Letter for Institute for Learning** - Terri Caplette confirmed that the letter was mailed in December. Terri will put a copy in the Library Trustees folders.

BUILDING AND GROUNDS

- **Plowing** - The library still needs to hire a Saturday shoveler.
- **Peeling paint** - Representatives from Hardy Plank in Ohio recently came out to view the damaged planks. Reno snowplowed a path around the library so that the representative, Reno, and David Jodoin could view the entire building. Discussion about backsplash, gutter requirements and other installation issues occurred. Hardy Plank will send a written report on their 2009 inspection of the siding with peeling paint.

OTHER

NEXT MEETING(S)

The next regular Library Trustee meeting will be the **third Wednesday**, February 17, 2010 at 6:30 p.m..

ADJOURN

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

Respectfully submitted,

Susan P. Gifford, Recording Secretary