

**MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING
February 17, 2010 Approved 3/17/10**

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

EXCUSED: Peggy Topliff, Vice Chair; Cindy Menard, Rosemary Nunnally, Alternate Library Trustee

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

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

CITIZEN COMMENT – none

REVIEW AND APPROVAL OF MINUTES

Motion: Joyce Heinrich moved to approve the minutes of January 20, 2010 as corrected. Terri Caplette seconded.

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

MINUTES OF JANUARY 20, 2010 APPROVED AS CORRECTED ON A 4-0 VOTE

CORRESPONDENCE – Marie Brezosky will send a thank you note to TD Bank for the donation of various pieces of furniture (glass bookcase, 6 chairs, possible locking file cabinet).

TREASURER'S REPORT

Treasurer's Report 2/17/2010–

Account Balances

Foss Account	\$6,647.89	as of 6/30/09
Capital Reserve	3,504.98	
TD Bank North	3,938.75	as of 1/31/10
Donation	2,780.65	as of 1/15/10
Fax Fees and Fines	6,428.89	as of J1/31/10

Cindy Stosse reported that she needs to rebuild her Fax, Fees and Fines Excel spreadsheet due to a computer failure. Installing an upgraded version of Excel and establishing a backup procedure for staff computers may help the glitches experienced when saving work. Cindy Stosse confirmed that the library circulation system is routinely backed up every night. Joyce Heinrich will add a line to the Treasurer's report to tally monthly activity of the daily proof to assist in recreating activity and track cash amounts used for postage, etc.

Joyce Heinrich noted that the passbook account interest was very little. Joyce Heinrich and Chairman Fowler passed around current information on Money Market checking accounts from both TD Bank and Citizen's Bank. The Library Trustees had previously discussed combining the TD Bank passbook account with the donation account and moving it to a money market account. The Fax, Fees and Fines account would also be moved to a second money market account. These type of accounts allow 3-5 checks to be used per month.

Motion: Marie Brezosky moved to transfer the TD Bank passbook savings account to the Citizens donation account, and then set up the combined funds in a money market account at Citizens Bank. The Library Trustees will also change the Fax, Fees and Fines account at Citizens to a money market account. Terri Caplette seconded.

Discussion: Joyce Heinrich will have the Citizens Bank Manager assist her with the transfers and new signature cards will be established.

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

TRANSFER OF FUNDS TO MONEY MARKET CHECKING ACCOUNTS APPROVED AS PRESENTED ON A 4-0 VOTE

Motion: Terri Caplette moved to approve the Treasurer's report of February 17, 2010 as presented. Marie Brezosky seconded.

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

TREASURERS REPORT OF FEBRUARY 17, 2010 APPROVED AS PRESENTED ON A 4-0 VOTE

2010 BUDGET

Cindy Stosse noted that the Town Budget report for year to date is set up without budget figures. The Town inputs budget figures after Town Meeting. Cindy Stosse noted that her Personnel figures had budgeted the cleaning person at 14 hours a week, and she actually works 10 hours per week. Cindy Stosse has put in the proposed 2010 budget figures in her report. The library budget is expended 13.07% and will be 15.08% after the next payroll. At the end of February, the year is 16.66% gone, so the expenses are currently under budget.

LIBRARIAN'S STATISTICAL REPORT January 2010

Circulation: 3,046 Reference - 246 Computer Usage: 447 Volunteer hours - 26.5
Inter-Library Loans - 110 Downloadable books - 41

Cindy Stosse reported that most of the Pine Grove Room use is for library and school programs. The website will be updated when the library is fully staffed. Cindy Stosse will put a notice on the bulletin board that a volunteer webmaster would be greatly welcomed. Cindy Stosse asks each year if Pembroke Academy students might be interested in earning community service hours by keeping the web site current, and no one has responded.

LIBRARY ACTIVITIES

- **Children's activities** - Cindy Stosse reported that story time continues to be very busy.
- **Programs** - No new programs scheduled at this time.
- **Grants** - Cindy Stosse clarified that the Town of Pembroke's Tax Identification number should be used on grant applications from the library, not the Friends Tax ID as mentioned last month.
- **Friends of the Pembroke Library/Market America** - Joyce Heinrich reported that Valentines Day decorating event was held Saturday, February 13, 2010. The NH Library Trustee Association has extended a personal invitation to a Friends of Libraries to attend their annual Conference on Monday, May 3, 2010 in Portsmouth NH. Special sessions will be targeted to Friends, and a reduced registration fee of \$35 (rather than \$50 for Library Trustees) is offered to Friends. A Friends yard sale will be held in late May/early June. Regis is moving, and a new President will be coming on board.
- **Winter Book Sale** - Cindy Stosse reported that the winter indoor book sale has generated about \$300 so far.

BUSINESS ITEMS AND PERSONNEL -

- **Market America** - The Library Trustees thank Marie Brezosky for checking with Terry Knowles of the NH Attorney General's office and Lil Edelman of the NH Library Trustees Association regarding the Market America presentation given and promoted by Paul Young last month.
- **Library survey at Town voting day** - Cindy Stosse provided a copy of a brief library survey that Library staff will take at Town Voting day to ask for feedback to update the Library long-range plan. Cindy Stosse will distribute the same survey to patrons during Library Week and tally the results separately for comparison.
- **Town Meeting Warrant Article** - As Treasurer, 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.
- **New Position /Interviews** - Cindy Stosse reported that she received 15 very qualified applications for the 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. From the applicants, she selected six for interviews. Five of the six indicated they would prefer full time work with benefits, and asked if the hours would be increased over time. There are no plans to increase the

part-time hours. One applicant is a local mother with school volunteer experience, who definitely wants just part-time hours. Library Trustees reviewed the applications received and were surprised at the qualifications of the applicants for a part-time position. The Library Director and several Library Trustees expressed concern about hiring an over qualified individual, who would be trained in the position and then may leave if a full time position somewhere else came up. Terry Caplette expressed concern about the lack of Board involvement in the hiring process. It was discussed that in the next hiring situation that more Board involvement should occur with potential candidates. This will be detailed in the personnel policies. Since the library has been operating short staffed for a month and a half, Library Trustees concurred with the Library Director's selection, who will be on 6-month probation status per the personnel policies.

Motion: Joyce Heinrich moved to hire Lisa Abbott as Children's Library Assistant for 15 hours per week, Tuesday-Wednesday-Thursday from 10 am to 3 pm at \$12.50 per hour, with 6-month probation period. The Library Director will confirm the conditions of the offer in a written letter of employment, approved by the Library Trustees. Terri Caplette seconded.

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

HIRING DECISION APPROVED AS PRESENTED ON A 4-0 VOTE

- **New Members/Trustees/Alternates** - Peggy Topliff and Cindy Menard have indicated they are not running for reelection. Lynn Lamy and Ann Hasbany, who attended the January 20, 2010 Library Trustee meeting are running for election as Library Trustees
- **Locking Safe/Keys and Locks** - Chairman Fowler reported that a fireproof locking file cabinet/safe in good condition is available free from TD Bank. However, the keys are missing and a locksmith may be able to make them at a reasonable price. RTS Locks on River Road has agreed to make a billable service call at the bank to check out the file cabinet, and recommend whether keys can be made at a reasonable price.

BUILDING AND GROUNDS

- **Peeling paint** - Representatives from Hardy Plank in Ohio recently came out to view the damaged planks. Hardy Plank has provided the Town with a Repair Authorization detailing the work they will undertake. The Library will be responsible for the cost of painting once the repairs are complete.

OTHER

NEXT MEETING(S)

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

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