

MINUTES
PEMBROKE LIBRARY TRUSTEES MEETING
March 17, 2010 Approve 4/21/10

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

EXCUSED: Lynn Lamy

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

Rosemary Nunnally was designated to vote for Lynn Lamy. Chairman Fowler called the meeting to order at 6:30 p.m. Chairman Fowler congratulated newly elected Library Trustees Ann Hasbany and Lynn Lamy. Chairman Fowler expressed appreciation for a Board that works together as a group.

CITIZEN COMMENT – none

REVIEW AND APPROVAL OF MINUTES

Motion: Joyce Heinrich moved to approve the minutes of February 17, 2010 as corrected. Terri Caplette seconded.

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

MINUTES OF FEBRUARY 17, 2010 APPROVED AS CORRECTED ON A 5-0 VOTE

CORRESPONDENCE – The Library Trustees received a thank you note from Peggy Topliff.

TREASURER'S REPORT

Treasurer's Report 3/17/2010–

Account Balances

| | | |
|------------------------|------------|---------------|
| Foss Account | \$6,647.89 | as of 6/30/09 |
| Capital Reserve | 3,504.98 | |
| TD Bank North | 3,938.91 | as of 2/28/10 |
| Donation | 2,279.29 | as of 2/15/10 |
| Fax Fees and Fines | 6,670.33 | as of 2/28/10 |
| Daily Income Feb | 29.75 | |
| Operating Acct Balance | 304.82 | |

Joyce Heinrich will check with Citizens Bank if the new money market accounts can be set up to have the same monthly closing date. After reviewing the monthly receipts in the Fax, Fines and Fees account, Joyce Heinrich recommended that the Pembroke Library acquire a corporate credit card with a small balance available to use for library purchases. For example, when purchasing used books as replacements on Amazon.com, the Library Director currently uses her personal credit card and is reimbursed from the fund. Postage is paid for with cash from the fund. A credit card statement would provide a paper trail of expenses.

Motion: Joyce Heinrich moved that the Pembroke Library obtain a credit card from Citizens Bank with a \$500 limit in the name of "Pembroke Library" with Library Director and Treasurer (currently Cindy Stosse and Joyce Heinrich) as authorized signers. Terri Caplette seconded.

Discussion: The Library Trustees will develop a Credit Card Use policy as part of the operating policies.

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

MOTION TO OBTAIN CREDIT CARD APPROVED ON A 5-0 VOTE

In order to consolidate the savings accounts at Citizens as a money market account, and set up Fax, Fees and Fines account as a second money market account, Joyce Heinrich needs a letter from the Board stating that she, as duly elected Treasurer, is authorized to transact banking business on behalf of Pembroke Town Library. Marie Brezosky needs a letter to close out the passbook savings account at TD Bank.

Motion: Rosemary Nunnally moved to have the Chair sign a letter authorizing Marie Brezosky to close out the passbook savings account at TD Bank and obtain a check payable to “Pembroke Town Library,” and for the Chair to sign another letter authorizing Joyce Heinrich as duly elected Treasurer to transact business at Citizens Bank on behalf of the Pembroke Library. Both letters will be kept on file. Ann Hasbany seconded.

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

LETTERS OF AUTHORIZATION APPROVED ON A 5-0 VOTE

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

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

TREASURERS REPORT OF MARCH 17, 2010 APPROVED AS PRESENTED ON A 5-0 VOTE

2010 BUDGET

Cindy Stosse noted that the library is at 20.58% of budget at March 17, 2010 and with one more payroll in March will be at 22% , below 25% for the first quarter. Joyce Heinrich, as Treasurer, will check with Town Hall on the process to access CIP funding.

LIBRARIAN’S STATISTICAL REPORT February 2010

Circulation: 2,994 Reference – 141 Computer Usage: 289 Volunteer hours - 48
Inter-Library Loans – 123 Downloadable books - 54

Cindy Stosse reported that there were three paying customers using the Pine Grove Room in March 2010. Lisa Abbott has contacted the computer teacher at Pembroke Academy to seek a volunteer webmaster for the library website.

LIBRARY ACTIVITIES

- **Children’s activities** – Cindy Stosse was ‘dismissed from Children’s programs’ today, by newly hire Children’s Library Assistant Lisa Abbott, who is doing wonderful with the children. Lisa is planning the summer reading program for children.
- **Free books** - Cindy Stosse reported that the library received 80 non-fiction children’s books from Capstone Publishing. In return, Cindy must read and submit a review on each book. Colton Beavers and Rosemary Nunnally volunteered to help with the review project. Ten free books were also received from a vendor.
- **Grants** - Cindy Stosse reported that none of the grant applications submitted were approved.
- **Summer reading** - With the hiring of a Children’s Library Assistant, Cindy Stosse will be able to provide teen and adult reading groups in the summer. Cindy Stosse is applying for a “Kids in the Arts” grant for the children’s summer reading program.
- **Movie Licensing USA** - Cindy Stosse researched the cost of an unlimited site license to show movies at the library. The license is \$295 per year, and includes the right to advertise, display posters, make bookmarks, use art from any movie available on DVD, including new releases. There is a 10% discount on a two year contract. Joyce Heinrich will bring the information to the Friends and ask if the Friends would share the cost. The license would allow the Friends to advertise the movie on the library sign and would provide more flexibility for teen programs. If approved, the cost would come from the Community Programs line item. Library Trustees asked if the sound system at the library is adequate to show movies. The sound system could be improved, but is adequate.
- **Friends of the Pembroke Library** – Joyce Heinrich reported that the Friends will be showing two movies during April school vacation week. On Wednesday afternoon, a movie for younger children will be shown and a movie for older students will be shown Friday evening at 6:00 p.m. The Friends will sponsor a raffle for one Fathers Day basket and one Mothers Day basket. Donations for the themed baskets are welcomed. On March 20, the egg decorating event will be held. Small baskets and grass will be provided for the eggs. The spring

yard sale will possibly be held May 22, 2010. Tables will be available for \$7 a space.

BUSINESS ITEMS AND PERSONNEL –

- **Information sheet for new Library Trustees** - Terri Caplette distributed an information sheet for new and prospective Library Trustees. Ann and Lynn were also given a copy of NH LTA handbook.
- **Library survey at Town voting day** - Cindy Stosse did not conduct a brief library survey at Town voting, as feedback was not received from Library Trustees. Cindy attended Town Meeting as a 'greeter'. The proposed survey will be distributed to patrons during Library Week and tally the results to help with long range planning.
- **Locking Safe/Keys and Locks** - Chairman Fowler reported that a fireproof locking file cabinet/safe in good condition is free from TD Bank. ATS Locks on River Road in Allenstown NH has agreed to repair the lock and make keys for less than \$100. The bottom drawer will remain unlocked and fireproof, for storage of backup disks etc.

Motion: Joyce Heinrich moved to spend up to \$100 to have ATS Locks repair the fireproof safe from TD North Bank. Ann Hasbany seconded.

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

MOTION PASSED ON A 5-0 VOTE

- **Security company contact** - The security company call list was updated to Heather Tiddes - first, Terry Caplette - second and Joyce Heinrich - third person to contact if a security call is made.
- **Sunshine Fund** - Marie Brezosky agreed to be the Sunshine Fund coordinator, following Peggy Topliff. The Sunshine Fund balance is currently \$47.00 after purchase of a plant for Peggy Topliff. Marie Brezosky will purchase a similar plant for Cindy Menard, outgoing Library Trustee. Marie suggested that if all members (staff and Library Trustees) contributed \$10 each, the fund would be replenished.
- **Performance Evaluation** - The Library Director's performance evaluation was due January 4, 2010. The Library Director evaluates staff during the year, with the next review due in June. Chairman Fowler distributed red folders to Library Trustees containing two job descriptions approved by the Board, and two others used in hiring, copies of the Town of Pembroke exempt and non-exempt evaluation forms and some sample evaluation forms from Local Government Center. The Library Trustees need to decide on an evaluation form at the next special meeting March 30, 2010 so it can be used for the Library Director's evaluation.
- **Town of Pembroke COLA** - The Town of Pembroke approved a COLA of 0.15 effective in March for employees of record. Library Trustees need to submit Lisa Abbott's rate of pay, and approve the COLA for existing employees.
- **Annual statistical report to State of NH** - The Treasurer will sign the annual report and staff will provide a copy for the Treasurer and Chair.
- **Update list of Library Trustee contact information** - With the election of two new Library Trustees, Heather will update the Library Trustee contact information. The Library Trustees commend Heather for a job well done.
- **Power outage** - Cindy Stosse reported that when the power is out for an extended time, there is no telephone service at the library. During an outage, access to working cell phone would be a necessity. The emergency generator provides lights for up to two hours. Computer battery backup allows the computers to be shut down properly, but does not allow computer usage during a power outage. After one hour, if power is expected to be out for an extended time, the Library Director must plan to send employees home and close the library. The Town of Pembroke is developing a policy for power outage which will address how long it must last before employees are dismissed, are employees paid for lost time, etc. The Library Trustees will wait and see what policy the Town comes up with, and then modify it for library needs.
- **Employment letter Children's Library Assistant** - Chairman Fowler distributed a draft employment letter that included an attachment with many conditions of an 'employment agreement'. The employment letter states the employee will follow all personnel policies in place. The attachment would need to be reviewed by legal staff at Local Government Center before use. The Library Trustees agreed to send the shorter 'confirmation letter of employment' detailing the duties, rate of pay, work days and hours as outlined in the ad with copy of "personnel polices to follow." The new position is subject to 6-month probation period, allowing time for the Library Trustees to finalize the library personnel policies. A copy of the policies will be provided to and reviewed with new employees at the six-month review.

- **Replacement of CAP funded employee** - Cindy Stosse reported that Sandy, the CAP funded employee, will be leaving on April 15, 2010. CAP is working on providing a replacement. CAP sends the potential applicants, and Cindy interviews them and makes the hiring decision.
- **Election of Officers** - The Library Trustees discussed the need for a formal or informal 'correspondence secretary' to add the Board perspective to correspondence and bring the draft to the full board of Library Trustees. Chair, Vice Chair, Treasurer and Secretary are the positions authorized for Library Trustees. Elections will be deferred to the March 30, 2010 special meeting.

BUILDING AND GROUNDS

OTHER

NEXT MEETING(S)

The next special Library Trustee meeting will be Tuesday, March 30, 2010 at 6:00 p.m. The next regular Library Trustee meeting will be the **third Wednesday**, April 21, 2010 at 6:30 p.m..

ADJOURN

Motion: Joyce Heinrich moved to adjourn at 9:30 p.m. Ann Hasbany seconded. Vote was unanimous in favor of adjournment.

Respectfully submitted,
Susan P. Gifford, Recording Secretary