

Pelham Library Board of Trustees
February 18, 2009

Meeting was called to order at 7pm.

Present: Adam Novitt, Director; Gail Berube; Jonathan Woodbridge, Chairperson; Nora Maroulis; Marianne Reiff
Absent: Alberta Booth; Francine T. Ozereko; Jim Heuber, Select Board member

January minutes were approved and will be sent on to Kim.

Announcements

Animal Vegetable, Miracle Program – *Lots of events coming up*

Dates:

2/19 Kestrel Trust: Local land Preservation
2/24 Keeping Backyard Chickens
4/11 Mozzarella at Home
4/18 That Log's Got Potential: Grow Your Own Shitake
5/5 Composting

Art in Community Room:

March: The Art of Patrick Zephyr – Landscape Photography from Pelham
April: Candice Bradbury-Carlin
May: The Art of Dr. Dindal: Part Science, Part 70's and 100% Awesome

Notes:

Special Thanks to Ashley for creating the Animal Vegetable Miracle Bookmarks for distribution and marketing
Lack of response from CISA was noted

Library Work Never Done! Trustees will be attending important meetings in Boxborough about funding and library operations. Materials were passed around.

3/28 Annual and Capital Campaign Fundraising – Nora
3/7 Trustees Symposium – Jonathan

Legislative Breakfast for Libraries:

Nora and Alberta attended and participated to represent Pelham; Nora reported back to the Pelham Trustees. The session was well attended by community members and legislators. Stan Rosenberg spoke and clarified his role in a previous legislative decision.

Warrants:

No warrants this month due to the transition to Quick Books. Implementation is expected within the next two weeks.

Library Statistics

Adam developed and presented the current stats, indicating they were up a bit from last month. He also noted that the visuals are now both for the same time frame so they can be more easily compared.

- Use by Material Type Dec. 07 – Jan. 09
- Use by Patron Type Dec. 07 – Jan. 09

January 08 saw heavy use; we will continue to monitor for patterns.

A Library Use Survey sent through the school in the Pelham Press indicated that mysteries were a good bet for Pelham residents.

Adam noted that he identified and fixed a problem with Standing Order Author Books. The system has been turned back on.

Cash donations from DVD fines are being used to save on DVD purchases through buying used DVDs from Blockbuster. They are high quality and current releases; DVDs can be purchased for \$4 -5 dollars and come with a 30-day guarantee.

Adam is considering using some of the money to reinstitute buying Daniel Shays Tea, an expensive yet exquisite tea that is a treat, and a pull. Nora suggested this is an opportunity to get a sponsor for the teas.

Finance 2010 Budget

Adam distributed a written draft of Report to Finance Committee indicating details about the library finances and services. The trustees added their support and suggested ways to clarify and add points. Nora suggested that it be made clear that the \$20,000 received by the Director were for specific programs and not for operations.

Jonathan suggested we keep three types of budgets in mind. We should be able to give specifics for each area and provide working examples. He also suggested a bulleted format for the report that would be easy to read and more effective visually:

- | | |
|-------------|--|
| Optimistic | What is the best case scenario at or above the current \$39,000? |
| Realistic | 37, 074. What does this mean bottom line? |
| Pessimistic | What will cuts below this do to the library; spell out details about what will happen. |

Trustees discussed the symbiotic relationship between the Pelham School and the Library. A cut to the school would impact the Library and vice versa. This point needs to also be made at the finance committee meeting.

NOTE: Meeting date for Finance Committee Meeting has been changed. Trustees are encouraged to attend.

Monday, March 16, 2009

6:00 p.m. Police Department

6:30 p.m. Department of Public Works

7:00 p.m. Fire Department

7:30 p.m. Library

ComCast money is not in jeopardy. The \$1,500. has been promised. Adam reported that we need a commitment by March. Jonathan will touch base with Adam on Monday about this issue.

Policies

Meeting Room Policy still needs some work; Gail reported that many things in the current policy are not being adhered to. Reorganization of the physical space was also suggested.

Jonathan has redone the policy book index after inserting the new policies worked on by Gail and Alberta and approved by the Trustees. Emergency numbers are now also in the book.

Birthday Parties in the Community Room.

After additional discussion it was decided to do this on a trial basis. Rules and procedures will be written. A donation rather than fee will be asked. The option will not be publicized. Adam reported that there is only about one request per year for such use

Nora suggested the Community Room would be a neat place for a Children's Book Club

Gail reported that \$800.00 has been received from the Cultural Council and that the concerts are proceeding:

Saturday 2/21	2:30pm	Klaus Becket
Sunday 3/8	2:00pm	Estella Olefsky

Concerts are sponsored by the Friends of Pelham Library. The piano will be tuned Friday 2/20.

Kindels Loan Policy: It was noted that such a policy would be useful.

There were several suggestions about how to introduce the Kindels to the community.

- How about an orientation
- Introduce at the Teas
- Introduce to Council on Aging, Lions Club, RSVP
- High School students who need to do community service could be tapped to demonstrate them

Collective Development Policy

The Trustees can provide direction by reviewing prototypes of guides for how our collection should grow. Patrons developed the Standing Order Authors List. A key question surfaces around the balance between percentages for literature vs. popular books. Adam noted there are several options for finding out what is out there:

- !00 Most Notable books – NY times
- Wilson core Collection (usually used by larger libraries)
- NY Times Book Review
- NPR Book Reviews.

Adam will get the CDP from Forbes and ask his network of librarians for their policies. There is a positive attitude toward sharing between small libraries in this area.

New Business

New Trustee Needed

Gail is standing down from her position and several names were suggested. .

Mission Statement: Nora agreed to review the long range plan and mission statement and suggest revisions for the handbook

New DVD Section: We have anew books section, how about including DVDs as well. Adam will look into clearing away materials from the front desk to make them more visible. They can be reserved just like the new books can be.

Director's Report (attached)

Adam submitted a written report that will be attached to these minutes. He walked us through the high points:

Programming: Teas will continue. On the Same Page funds must be spend by September

Grants: Cultural Council awarded \$400.00 for the popular *Zoos on the Go* event

Energy Grant: Rick is still working on the issues; time frame for grant money extended into next Fall

Staffing. Adam has been here alone due to school break.

Shifting the library environment seems to be working well.

Next Business

Next Meeting: Thursday March 19th

Trustee Education: Ch. 6 – Personnel for next time

Nora has times for fundraising meetings and will send to Marianne.

Respectfully submitted -- Francine, please come back!
M. Reiff