

Pelham Library Board of Trustees Minutes - Feb 17, 2009

Present: Director Adam Novitt, Blair Bigelow, Alberta Booth, Nora Maroulis, Francine T. Ozereko, Marianne Reiff, Jonathan Woodbridge.

Meeting called to order at 7:05.

Minutes were approved and have been sent by Francine to Kim and Ann.

The warrant was passed around and signed.

Announcements

We need to do the State online ethics test (some of us have already done it), and print the receipt we get and send it and the tear-off strip on the Summary of the Conflict of Interest Law to Kathy Martell. Marianne is rotating chairperson for March.

Annual Budget Prep

We don't get any plaques for our Star award... Boo!

We discussed Adam's draft of the Finance committee report, and want to tie specific items to the increase in funding we're asking for. We can say that we are losing money from the school, that we are already fundraising, we already do publicity etc.

It would be good to have a detailed budget at the Monday FC meeting in case we're asked for it: Adam will do.

Adam is having to use his personal credit card to pay for domain registration, and he may be paid late for some Kindle expenses. We agreed for Adam to begin negotiations through Edna and Gail Weiss for a bank account which could have a debit card attached.

Legislative Breakfast

We meet at 5pm at the library this Thursday for cleanup and at 7am on Friday morning for setup. We discussed catering issues and creating a bookmark to take away with program listings. Adam will invite Rob Keyes.

Jonathan will put together and send a letter to Select Board about their actions on the state ethics issue from the suggestions that have been made.

Old Business

Adam will talk to Tom Lederle about his proposed donation of a historic Kennedy photograph.

Tom Hartman and group has been charged with talking to stakeholders about developing a village center in Pelham. They will want to meet with representatives of the library at some point.

Directors Report

I really want to take a temporary break from anything "extra" while I focus on MassCat transition and getting some systems and process in order. I'd also like to increase staffing

as available temporarily so I can actually have some space to think about both short term processes and longer term goals for the library.

We had a good year in 2009, with circulation improving, a Star award, wrapping up the two grants, the Wii and TV projector system, new Gates computers, we raised over \$5000 for the Children's fund. For the most part I have achieved the things that I said I would when I was hired. The library is a community center, we've got and spent grant money, we have new technology, but where do we go from here?

My gut reaction is to update the circulations software to make it friendlier for both staff and patrons. This would eliminate tons of detail work for the staff, reduce errors and improve service. The other area I would like to see developed is youth services. I'd like to give Jodi and Ashley a lot more latitude and a modest budget of their own.

Personally, I'd like to spend a lot less time putting out fires, though I understand that's a lot of what the director does. I just need to figure out how to minimize that aspect of the job.

General Administration

- Master calendars a great improvement.
- January circ numbers show continued trend, we're circulating more materials to more people.
- New job: Massachusetts Rider Education Coach. Training starts next weekend.
- KOHA ongoing funding for the MassCat is very likely to be kept. We should plan on migrating
- FY10 Budget is on track, I am not going to do an elaborate number crunch but everything is OK.
- Amazingly, the Energy Committee is back with a possible grant for \$250,000 for a solid fuel boiler that includes a complete update for system controls. So, I am back on the Committee temporarily.
- Discard all paperbacks, have paperbacks be only take it or leave it.

Staff & Volunteers

- Ann McNeal has expressed interest in "running" the gallery. Still encouraging.
- Jodi Levine will be taking an expanded role as Youth Services Librarian.
- Ashley continues to be outstanding, Sally seems content.
- Staff meeting in March after LLB and Finance Committee.
- Happi to begin ordering magazines for 2010-11. I still am second guessing as to how to handle this.
- Lori Sunshine (music teacher at Red Barn Music) has expressed interest in hosting Music Hour.

Systems & Facilities

- Instant hot water installed in community room.
- Both doors still falling apart. Do we have a plan for this? Warrant item for 2011?

- WiFi upgrade - have a parts list from ARPS, time to start buying-still in process.
- LCD television now works with laptops! Worked great for 3 presentations now.
- I would like to move the old LCD projector screen to the Children's area for Friday evening kids movies. Ashley expressed interest in hosting one a month.

Programs & Events

- Six weeks of Yoga, ongoing through Feb. Continues for six additional weeks.
- Mushroom log thing again for next spring.
- Hopefully, Amy Klippenstein garden talk for spring.
- Library Legislative breakfast, This week!
- Story hour soldiers on.
- Carbon Watch hosting monthly meetings, pretty good attendance.

Directors Report Discussion

Adam described his daily issues and that he is taking time to work on resolving them. There are areas of confusion in the school and town library transitions that take up time and attention. He is going to take on the checklist and see how it can be adapted and managed with input from the staff. Adam will begin to formalize the duties of Assistant Director, and think about taking organized times to focus on projects.

New Business

There is a new possibility of reviving the state grant we submitted for a new solid fuel boiler. Adam has started meeting with the Energy Committee again for this.

Adam wants an annual juried request for showing pictures in the Ramsdell Room. This would make it easier for him to organize. It's not an easy space to handle. Adam will continue negotiations to set up someone to take this on.

A Special warrant will be written to contain the magazine subscriptions that Happi is processing.

The Yoga class seems to work well: at present it's free, perhaps in future we could pay her per person. Barbara Johnson may want to put on an art class, Adam is talking to her about what this might look like. Story hour hosts around 15 people, Carbon watch drew 6 or 7 people.

Meeting was adjourned at 8.40

Next Meeting: March 17, 2009 7 PM

Respectfully submitted,
Jonathan Woodbridge