

PEMBROKE LIBRARY TRUSTEES

September 10, 2009

ATTENDING: Kathy Catano, Mary Beth Courtright, Lyn Dionne, Jessica Lamarre (Youth Services Librarian), Elaine Spalding, Jill Taylor, Deborah Wall (Library Director) and Karen Wry

Lyn Dionne, Chairperson, called the meeting to order at 7:07 P.M. The minutes of the June 11th meeting were read. Jill moved to accept the minutes, as printed, Karen seconded and it was so voted.

OLD BUSINESS: The Adult Summer Reading program was a great success; all aspects of it were positive. There were 82 adults participating with a total of 314 books read. The adult reviews are posted on the bulletin board. The Youth Summer Reading program involved 530 participants; 72 teens and 458 younger children, who totaled 5042 reading hours in 7 weeks. The programs all were excellent.

Because of so much business tonight, the fine ceiling discussion is postponed until October.

DIRECTOR'S REPORTS: The reports were reviewed for three months. Circulation in June 2009 was up by 2,739 from June 2008. Jill moved to accept the June Director's report, Karen seconded and it was so voted. In July circulation was up again. The Town allowed us to transfer \$2,000 from the personnel line item to cover overrun of the electricity bill. Kathy moved to accept the July Director's report, Jill seconded and it was so voted. In August circulation was up by 1,557 over August 2008. The State Annual Report was submitted. The library is signed up for Twitter. Jill moved to accept the August Director's report, Elaine seconded and it was so voted.

YOUTH SERVICES REPORTS: In the June/July report, Jessica told the progress of the Summer Reading program. Kathy Benvie, staff member, created an impressive mosaic display of a soaring rocket ship that recorded every hour the kids were reading. Jessica included photos in her report showing summer reading activities. Teen volunteers gave over 100 hours of their time! TAG helped seniors from the Senior Center play Wii bowling. Mary Beth moved to accept the June/July Youth Services report, Kathy seconded and it was so moved.

In the August Youth Services report, Jessica recapped the summer program, said teen volunteers will continue with PJ Storytime, and a Teen Book Club has increased membership. There is a Book Watchers Club and a Creative Writing Club. TAG membership has also increased. They will be doing a banned book commercial. The library is the proud owner of a Wii. Mary Beth moved to accept the August Youth Services report, Jill seconded and it was so moved.

FINANCIAL UPDATES: The Fiscal Year 2009 Worksheet (the final accounting for FY2009) was reviewed for June. Some items were in red (especially electricity). Mary Beth moved to accept the report, Kathy seconded and it was so moved.

The Fiscal Year 2010 Worksheet, for July, was reviewed. The Town has cut about \$5,000 from personnel, with no raises. Other cuts were made. Debbie explained that this may

require us to request a waiver from the Board of Library Commissioners. However, Debbie explained that cuts were evenly made with other Town departments. Even so, the cut in the personnel budget, as well as no raises, may make a waiver necessary.

The Trust Fund amounts were updated. Allowed fine money is up to \$25,000 this year. Jill moved to accept the Fiscal Year 2010 report, Mary Beth seconded and it was so voted.

The Fiscal Year 2010 Worksheet for August was reviewed. Debbie pointed out the capital funds for flooring, which was not completely spent, amounts to \$8,285.59. Those projects still exist and must be addressed later. Kathy moved to accept the August worksheet, Mary Beth seconded and it was so voted.

MAINTENANCE PLAN: Debbie explained that the book drops are inadequate for the number of returns, especially over the weekends and holidays. She would like to consider replacing them or adding an additional drop. For that reason, she would like to postpone talk about repainting them. The door to the meeting room was repaired, as were the front doors.

There are three flooring problems. Bids were submitted by Cincottia Family Flooring for replacing the loose tiles and preparing the floor to receive replacement tiles in the middle section of the men's bathroom, for \$1,150, or for ripping out the existing tiles and preparing the floor to receive new tiles, for a total of \$2,805. Discussion was held and because no-one knows what has caused the problem, it was decided to redo the whole floor.

The entryway needs repair. There is a metal grid that causes kids to sometimes injure their toes (in summertime). It doesn't do what was intended, besides causing problems. Debbie brought samples of resilient plank flooring, a wood-patterned vinyl. The maple is similar to the library décor. The bid is \$1,800 to get rid of the grid and cover the entryway, putting mats over it in the area people walk on. Discussion was held. There may be a moisture test needed.

In the back reading area, the "living room," there has been constant leakage. The Trustees took a "field trip" to assess the problem. Debbie thinks the carpeting should be removed, that a waterproof company should seal it and, when the problem is cured, that a new carpet be put down. Kathy suggested using carpet "tiles." Discussion was held. Debbie will be talking to floor people tomorrow about this project. Lyn said that since we still have \$8,285.59 of the capital amount for floor repairs voted by the Town, that we should proceed on the entryway and the men's room repairs. Discussion was held on the carpet samples. Debbie will price them before the next meeting.

The AC compressor will need to be replaced. Fortunately, fall Town meeting votes on capital articles. It will be expensive because the project requires the use of a crane. Discussion was held on painting the inside of the library. The Trustees directed Debbie to prepare a capital article for Town meeting.

FOUNDATION NEWS: None

NEW BUSINESS: The Friends Silent Auction raised \$1,170.

The Trustees discussed the key policy. Debbie had done a survey of other libraries and found that none of them used Trustees to have keys and codes for emergencies. In fact, most of the Trustees did not want to do that. Discussion followed. Debbie suggested that some other method be used. She would have a key and code and some members of the library staff would also. Lyn said that she would like a key and code. Debbie said that she would send an e-mail for the return of the others.

Debbie has found old donor documents in her office, with bank check numbers still attached. These will be sorted and shredded, but a file will be kept of the donors to give to the Foundation.

The LSTA grant, "One Book, One Community" grant should begin in October. No spending will be done until the money is received. The schools are interested in participating.

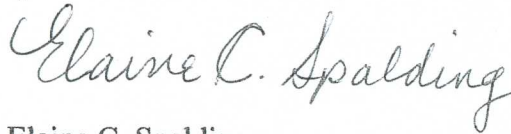
The Computer Lab grant request to Rockland Trust was declined.

The Town sent a memorandum from Kopelman and Paige, P.C. regarding conflict of interest updates. Discussion followed.

The Town said we could hire three new part-time people, by promoting an aide. Jen Forgit will be leaving for a new job and Debbie will be requesting another full time and part time position.

Mary Beth moved to adjourn the meeting at 9:07 P.M... It was so voted.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elaine C. Spalding".

Elaine C. Spalding,
Secretary