



Sandown Public Library Trustees Meeting
Minutes for October 22, 2015 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:41pm

Attendance

Trustees: Diana True, Carol Stafford, Adrienne Skora, Pete Stock, Tina Owens (absent)

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds: \$240.75

- \$201.75 from the Sandown Garden Club for purchase of garden-themed materials
- \$25 from the grandmother of Philip Milem, a Sandown child, to purchase children's books in his name
- \$10 from a Sandown resident for use toward adult craft programs
- \$4 undesignated donations

The motion to accept the funds of \$240.75 was made by Trustee Skora. Motion was seconded by Trustee Stock, and the motion carried unanimously.

Approval of Minutes

September 29, 2015 minutes

The September 29, 2015 minutes were reviewed and corrected. Trustee Stock motioned to approve the minutes as corrected. Trustee Skora seconded, and the motion carried. Carol Stafford abstained.

News & Views of the Director

Circulation and Visits

Discussion ensued.

Programs & Announcements

Discussion ensued.

Old Business

- New computers here. AdelXT is having a bit of trouble getting the Windows 10 system to work with our 2012 Server. It will just take a little longer than normal to get these computers up and running.
- Fines \$ Expenditure
 - Going forward with the A/V project with the only vendor who actually followed up after coming in to do an estimate: Anywhere Audio.
 - Replacement Computer for Director –ordered and here, awaiting set-up, with same issues as above.

- BiblioBoard Database
 - Director Corbett informed SNHLC that SPL will go forward –waiting to have some more questions answered before coop goes forward.
- Director Corbett informed SNHLC that SPL is not in favor of lowering maximum holds possible from 50 to 25.
- Program Coordinator Thomas contacted local author and attempted to schedule author event. May not be until spring, as author is going to have a child.
- Additional Toddler Story Time instituted on Tuesday, October 13th.

New Business

- Budget Meeting with Board of Selectmen discussion
 - Discussion ensued.
- Health Insurance/Increase
 - Discussion ensued.
- Warrant Articles
 - Discussion ensued. Three warrant articles were suggested by Director Corbett: 1) Handicap accessibility (entrance downstairs); 2) For the library to be open on Friday 12pm-6pm; 3) Create a full time position.

Trustee Stock motioned to adjourn the meeting at 8:34pm. Trustee True seconded the motion. Motion carried unanimously

Next Friends Meeting

- Monday, December 7, 2015 @ 6:00 p.m.

Next Business Meetings

- Thursday, November 19, 2015 @ 6:45 p.m.

Important Dates

- Wednesday, November 4, 2015 @ 7:30 p.m.: Meet with Budget Committee

Respectively submitted by Adrienne Skora, Secretary

Library Director's Report
October 22, 2015

I attended the Friends of the Sandown Public Library meeting on Monday, September 28th.

- The Fall Festival went well.
- Paula has confirmed with the town that there is meant to be a police presence at Reach-the-Beach, and the lack will be rectified next year.
- The Book and Bake Sale was held on Saturday, October 3rd, concurrently with the Town-wide Yard Sale.
- Approved: \$100 toward a Ramblin' Richard Christmas program. (The TTT article covering the first program we had with him appeared in the paper on 9/30!)
- Approved: book bags as parting gifts for leaving staff
- Approved: \$125 for our annual Adopt-a-Book program. The books should be on display by Thanksgiving.

Next meeting: Holiday dinner and cookie swap on Monday, December 7th.

We participated in National Coffee Day on September 29th, offering folks a free hot beverage at the library. It was posted on Facebook, Twitter, our website, and there was a sign on the front counter. Nobody took us up on the offer.

I called Nutfield Publishing (parent company of TTT) to offer the library as a drop location, as I understand, from various patrons, that folks are not receiving the paper in their P.O. boxes. We discussed starting with 25-30 copies, and seeing how it goes. The person I spoke with said that the owners would get back to me. We received our first batch of 25 copies on Thursday, October 15th.

I had four appointments on Friday, October 2nd with a "genius" at the Apple store regarding our issues with our iPads in the Children's room charging sporadically, and sometimes dying early in the day. He tested each iPad and charger. It seemed that when iPads were plugged into a certain adaptor, they would discharge, instead of charging (he tried two different iPads with that adaptor). Unfortunately, the adaptor in question was one that went with one of the iPads we purchased on Amazon (the voltage changed from one generation to the next), so it wasn't one he could just switch out for me. He recommended that I make a chart noting when iPads didn't charge overnight, and into which adaptor they were plugged, and which ones died early in the day, so we can see if there's a definite pattern. We now have such a chart for each iPad, and the staff is getting used to making notes each morning and evening, as part of their iPad procedures, and in the afternoon, if an iPad dies early. Oddly enough, the one adaptor that was consistently bad in the store is one of our more successful ones here.

I attended the Merri-Hill-Rock meeting in Londonderry on Wednesday, October 14th.

Program– "Public Safety Issues" / Chief William Hart, Londonderry Police and Captain Christopher Gandia, Londonderry Police

- Ask your local police department for "table top" discussion topics, so that in the event of an emergency, in the midst of panic, there will be a bit of foundation knowledge on how to handle it
- Open-carry guns –legal in NH. Mostly for show. Be more worried about the weapons you can't see.
- **Best Practices for Emergency Policies & Procedures**
 - **Best Practices for Lockdown Policy**
 - Threat outside the building is identified
 - Internal notification system for employees
 - Who will initiate the lockdown (good to have multiple people capable)
 - Plain language should be used vs. codes
 - Pre-recorded announcements
 - External notifications for first responders (police & fire)

- Who will initiate the notification
- Areas of lockdown within building with options for escape are preferred if threat gets inside
- Head-count procedure to account for all employees
- Certain positions should have areas of responsibility to lock down all access points within building (overhead doors, front lobby, side access doors, loading docks, etc.)
- Remain in lockdown until Management and/or police deem is safe to clear the lockdown

Best Practices for Active Threat / Active Shooter Policy

- Threat is inside the building and is actively causing serious bodily injury or death
- Internal notification system for employees
 - Plain language should be used vs. codes
 - Pre-recorded announcements
 - Ability for anybody to initiate the internal notification
- External notifications for first responders (police & fire)
 - Panic buttons / alarms
 - Independent calling will occur
- “Run, Hide, Fight” concept from Dept. of Homeland Security
 - Run = Know your immediate areas of egress for evacuation
 - Seek a position of cover or concealment if you get out of the building
 - Hide = if you cannot evacuate out of the building, know areas within building that you can hide and/or lock yourself down
 - Silence cell phones / electronic devices
 - Turn off lights / cover windows to make hiding location look unoccupied
- Fight = personal decision to defend yourself if there are no other options and the threat is imminent
 - Consider improvised weapons that are available (fire extinguishers, sharp objects, etc.)
- Upon police response
 - Comply with all police commands and don’t approach in a manner that could be misinterpreted as aggressive
 - Police will be trying to identify and stop the threat
 - Police will render medical aid only after the threat is stopped to prevent further death and injury

Business Meeting

Acting President Cab Vinton asked for anyone interested in the position of Secretary. Kirsten Rundquist Corbett volunteered.

Treasurer's Report, October 14, 2015/ Linda Hoelzel

All libraries have paid their dues. The Treasurer said she needed to pay \$25.00 to update the group’s NH nonprofit status before the end of the year. Cab Vinton questioned the reasoning behind this.

The question if Government officials could accept the usual honorarium for speaking came up. A motion was made by Denise van Zanten to donate \$50 to the State Police Relief Association in honor of our presenters, Chief William Hart and Captain Christopher Gandia. It was seconded by Dottie Bilbrough. All in Favor.

● Savings balance	\$ 5.00
● Previous balance on 9/08/15	\$2,277.34
● Deposit 09/17/15 (dues)	\$ 315.00
● Deposit 09/28/15 (dues)	\$ 35.00
● Deposit 10/13/15 (dues)	\$ 35.00

- Checking balance, 9/8/15 \$2,662.34

Correspondence – none to report

Unfinished Business – none

New Business

1. Coop Meeting Schedule

The next meeting in November falls on Veterans Day so it was decided to meet on November 18 instead. Cab will let us know where and what will be the topic.

2. 2015-16 Program Schedule

The program topics from last month were reviewed:

- Hospitality/ customer service training
- Technology presentation (e.g., Jessamyn West, Brian Herzog, Bobbi Slossar)
- Energy efficiency upgrades (utility rebates, LED conversions, solar panels, etc.)
- Meeting room policies, particularly w/ respect to political gatherings as Nov 2016 approaches.
- Grants & sponsorships
- User-friendly circulation reports for analyzing collection use
- Staff development, particularly using resources outside the library world
- Image consulting for librarians

Cab Vinton asked how people felt about including other librarians outside this group to attend some of the meetings. It was mentioned that the group had done a joint program with READs in the past.

3. Library Issues

The group was invited to share any issues their libraries were experiencing.

- Budget season
- Accounting software libraries are using
 - general consensus was Quickbooks
- Health Insurance
 - with town or individually?
- Yoga or other physical fitness classes
 - Rodgers ML got a Hannaford grant for health and fitness
- programs for youth
 - Leach Lib. moved children's programs to afternoon from late morning, and attendance went up
 - Dudley-Tucker Lib. worked with middle school, which got a 21st Century Kid Grant, doing a Bedtime Math program after school. The kids walk over from the school.
- adult coloring and ladies night out programs
 - Colby ML had 16 attendees for first adult coloring program
 - Dottie bought coloring books and prints pages off of the Internet
 - Chester PL has a successful adult coloring program, also on Tuesday evenings, and saves folks pictures from meeting to meeting until completed
 - Laugh Yoga
- back-up generators
- roof issues
- Manchester CL Foundation is holding a Wine Toss event (rings thrown across rotunda onto wine bottles) to raise money to upgrade the wi-fi.

4. Basket for NELA/NHLA Conference

The group was asked to contribute a basket for the NHLA/NELA Conference. Hannaford has been approached and they are donating a basket worth about \$50.00. There was a discussion on the typical value of a basket and if we needed to add any gift cards to it.

I attended the Southern New Hampshire Library Cooperative meeting in Plaistow on Thursday, October 15th.

- We need to get rid of old Downloadable Books records, as, now that our catalog is linked with Overdrive directly, these old records are just confusing to the patrons. I will ask Cathy to do it.
- We discussed starting SELF-e on February 1st. The Portsmouth PL Director asked to speak with us about it, as he's considering doing it, too. PPL Director Vinton thought we might want to ask the representative if adding Portsmouth PL to our subscription might lower our price further, though I pointed out that Portsmouth is such a large city it might hurt us instead. Director Vinton will inquire.
- We discussed supporting Koha development, as, so far, we're just taking advantage of other libraries who fund all previous development. Kimball Library Director Heer suggested having fines \$ amounts listed on checkout slips and the known bug in the inventory module. Director Vinton will ask for ballpark figures, so we can decide what/if we contribute.

Next meeting: November 19th at Kimball Library.

AdelXT is working on setting up our new computers. There may be a server update necessary for everything to work.

We met with the Board of Selectmen to discuss the library budget on Monday, October 19th. The proposed budget was unaltered, except to correct the Workman's Compensation line, as the 2016 figures came in after the budget was submitted.

There is an initiative in discussion for NH libraries to band together and do a ten-second library promotion on NHPR, with a minimum cost of \$500. There are several libraries interested.

Two members of the Sandown Garden Club came in to do a photo-op with the garden-themed books we purchased with their donation. They will submit the photo to the newspaper.

Friends of the SPL President Bonin spoke with Chris Donnellan regarding the zombies, and he said that if we sent him the pictures, he'd run them on Channel 17, so I did.

The New England Library Association Conference is being held in Manchester from Sunday, October 25th through Tuesday, October 27th. I will attend all three days. Assistant Director Hassard and Library Technician Kehoe are both registered for Tuesday.

We are scheduled to meet with the Budget Committee on Wednesday, November 4th at 7:30 p.m.