



Sandown Public Library Trustees Meeting
Minutes for November 19, 2015 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:45pm.

Attendance

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds of \$3.

The motion to accept the funds of \$3 was made by Trustee Stock. Motion was seconded by Trustee Owens, and the motion carried unanimously.

Approval of Minutes

October 22, 2015 minutes

The October 22, 2015 minutes were reviewed and corrected. Trustee True motioned to approve the minutes as corrected. Trustee Stock seconded, and the motion carried. Tina Owens abstained.

News & Views of the Director

Circulation and Visits

Discussion ensued.

Programs & Announcements

Discussion ensued.

Old Business

- New computers here. AdelXT has all three computers up and running.
- Fines \$ Expenditure
 - Anywhere Audio installed new A/V system 11/6 and 11/10. Staff feedback is that it's awesome!
- BiblioBoard Database
 - Director Corbett informed SNHLC that SPL will go forward –waiting to have some more questions answered before coop goes forward. More info came to light at NELA.

- Warrant Articles

Director Corbett presented four potential warrant articles for consideration.

Discussion ensued. Trustee Stock motioned to submit the following warrant articles:

Warrant Article X. Shall the Town vote to increase Library services by expanding the hours to open on Fridays and to raise and appropriate the sum of Five Thousand Eight Hundred Dollars (\$5,800) for this purpose. (The \$5,800 is based on six additional hours of library service per week.)
Estimated tax impact of this warrant article is \$.xx per thousand.

Warrant Article X+1. Shall the Town vote to increase the Assistant Library Director/Cataloger's hours to 35 hours per week (full time) in order to support extended Library hours and services and to raise and appropriate the sum of Twenty-Three Thousand Eight Hundred Twenty-Two Dollars (\$23,822) for this purpose. (The \$23,822 is based on one additional work hour per week plus benefits.) If Article X does not pass, this article is null and void.

Estimated tax impact of this warrant article is \$.xx per thousand.

Trustee Owens seconded the motion. Motion carried unanimously.

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New Business

- Budget Meeting with Budget Committee discussion
- New Health Insurance Rates / 3% Increase across board (not merit-based)
- Holiday Schedule 2016 –two scenarios

Closed Session

- Contract Discussion
 - The RSA that started the hubbub in the first place was RSA 202-A:15, wherein there is a "term" specified, the connotation of which is a contract.
 - **202-A:15 Public Librarian; Qualification and Tenure.** – The librarian shall have education of sufficient breadth and depth to give leadership in the use of books and related materials. The librarian shall be appointed by the board of library trustees for a term of office agreed to at the time of employment and until a successor is appointed and qualified.
 - Many feel that this RSA is contra-indicated by RSA 202-A:17.
 - No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefor shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the

employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

Trustee Stock motioned to go into closed session at 8:04. Trustee Skora seconded the motion. Roll Call: Trustees True, Owens, Skora, Stock., and Stafford. Director Corbett has been invited. Motion carried unanimously.

Trustee Stock motioned to leave closed session at 9:37pm. Trustee Skora seconded the motion. Motion carried unanimously. Trustee Stock motioned to seal minutes. Trustee Skora seconded the motion. Motion carried unanimously.

Trustee Owens motioned to adjourn the meeting at 9:44pm. Trustee Stafford seconded the motion. Motion carried unanimously.

Next Friends Meeting

- Monday, December 7, 2015 @ 6:00 p.m.
 - Friends President Bonin has invited all of the Trustees to attend. If interested, please bring two dozen cookies for cookie swap.
 - Director Corbett will be asking the Friends for their support at the Budget Committee Public Session on January 12th.

Next Business Meetings

- Thursday, December 17, 2015 @ 6:45 p.m.

Important Dates

- Tuesday, January 12, 2016 –Budget Committee Public Session, Warrant Articles Due
- Saturday, January 30, 2016 –Deliberative Session

Respectively Submitted by Adrienne Skora, Secretary

Library Director's Report
November 19, 2015

The New England Library Association Conference was held from Sunday, October 25th through Tuesday, October 27th. Director Corbett attended all three days. Assistant Director Hassard and Library Technician Kehoe both attended Tuesday. Conference reports are forthcoming.

We met with the Budget Committee to discuss the library budget on Wednesday, November 4th at 7:30 p.m. Our budget passed intact, including the increased benefits line, as those numbers were received from Finance the day of the meeting. That being said, the library nearly lost 35% of the materials line (books, audiobooks, ebooks, downloadable materials, DVDs, magazines, newspapers, electronic resources) -the vote was 3-3. The budget as a whole passed 4-2.

We held a staff meeting on November 6th. Here are the notes:

- Budget Meetings Recap
- Possible Warrant Articles:
 - Handicap Accessibility for Downstairs
 - Expanded Hours/Services
- NELA recap from Kirsten, Cathy, and Sue
- PTO to be used before end of year
- Upcoming Holidays:
 - Veterans Day –Closed 11/11
 - Thanksgiving –Closed 11/26-11/29
 - Christmas –Closed 12/24-12/27 (closed Saturday, as Christmas Day, observed)
 - New Years –Close @ 4 p.m. 12/31, Closed 1/1 (open Saturday)
- Reminders:
 - Now that the weather's changing, it's important to check windows to make sure they're not open, as part of the closing procedures. We also need to be sure to check the thermostat, to turn down the heat, if necessary.
 - When closing, remember to bring down & lock up the Directors laptop (as well as the Bookkeeper's laptop, if it's upstairs, but put cords/peripherals on top of safe, not inside!), all of the \$, including the donation box (stacked carefully, so it doesn't fall –or two trips!), and the Treasurer's folder, if there are checks in it. When coming back up, please make sure that the lights are all turned off in that stairwell and hallway.
 - We now have a bag under the counter, into which all materials to go downstairs are placed before going down, and it's all locked up together. Much more secure!
 - This month's iPad log has two more columns. Please make sure to fill in the log whenever you have to do anything with any of the iPads. Thank you for being so diligent!

Next Meeting: January 8

Anywhere Audio mounted our projector, installed ceiling speakers, a screen, and a new shelf with receiver, wiring everything together. The difference in sound and picture quality is astounding!

I attended the Board of Selectmen meetings on Mondays, November 2nd, 9th, and 16th as the Board discussed employee insurance and increases. Both Library Trustee True and Town Clerk Short asked the Board at

different times, to consider insurance and increases separately, as not all town employees are affected by insurance decisions, but will be affected by the percentage of pay increased voted on by the Board.

AdelXT has finished setting up our new computers, for the most part. Program Coordinator Thomas', Youth Services Director Bryant's, and Director Corbett's are all up and running and in use, with only the odd tweak necessary in the coming week. The dreaded server update did not prove necessary to get these set up. Youth Service Director Bryant's old laptop will be reconfigured to be a public laptop once we're sure her new computer is working as it should.

We are still tracking battery performance on our iPads. The first month's tracking didn't seem very enlightening, but Director Corbett will go back to the Apple store armed with the info, should things not improve, after two months of tracking.

I attended the Merri-Hill-Rock meeting on November 18th at Derry Public Library. The topic was customer service. Next meeting: December 9th at Dudley-Tucker Library.

Youth Services Director Bryant attended the YALS meeting at LGC on November 19th.

We will have a Letters to Santa box at the library from ~November 30th to December 15th.

I will attend the SNHLC meeting on December 3rd at Kimball Library (postponed from 11/19).

I will attend the Friends of the Library meeting on Monday, December 7th at 6:00 p.m. All Library Trustees are invited to attend this holiday meeting.

Assistant Director Hassard and Library Technician Kehoe will attend a paralibrarian training session on Lively Library Programming on Tuesday, December 8th. They will report back to Public Relations and Program Coordinator Thomas, who will be busy running story hours at the time.