



Sandown Public Library Trustees Meeting
Minutes for December 15, 2016 at 8 PM @ Sandown Public Library

Call to Order

Meeting called to order at 7:03 p.m.

Attendance

Trustees: Carol Fournier, Diana True, Pete Stock, Adrienne Skora and Tina Owens;

Absent: Selectmen's Liaison Cindy Bucu, Patricia Sarcione, Bookkeeper

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations: \$116 (\$108 from Hannaford Helps Reusable Bag Program)

Designated Donations: \$78.71 (from Sandown Garden Club for gardening-related materials)

Trustee Skora made a motion to accept the undesignated donations of \$116.00 and the designated donations of \$78.71 for gardening-related material. Trustee Fournier seconded the motion, and the motion carried unanimously.

Approval of Minutes

November 10, 2016 minutes

Trustee Stock motioned to approve the minutes as corrected; Trustee Fournier seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Circulation is up from last month.

Programs & Announcements

Discussion ensued.

Old Business

- Flooring
 - Quotes:
 - Empire Flooring: \$12,292.80
 - Ed's Flooring (Plaistow): \$21,417.20 –includes new subfloor and transition from new building to old building
 - Director Rosemary Kroll of Hampstead PL very happy with their work, professionalism, response time. (carpet tiles)
 - Dec Tech Flooring (Raymond): \$14,062-\$16,116 + Labor –depending on carpet tile choice – includes transition from new building to old building

- Director Linda Hoelzel of Dudley-Tucker Library in Raymond has been very happy with their work. Going on ten years, she's just starting to see wear on the stairs, but nowhere else. (regular carpet)
 - Trustee Owens made a motion for the Director to spend no more than \$22,000 to work with Ed's Flooring America to replace main level flooring of the Library. Trustee Stock seconded the motion, and the motion carried unanimously.
- Policy
 - Policy discussion tabled.

New Business

- PayPal
 - Discussion ensued.
- TD Bank Changes
 - Additional \$50 per month if continue direct deposit
 - Direct Deposit through Quickbooks (Bookkeeper Sarcione has subscription): \$1.75 per employee per pay period (5 employees: \$8.75 per pay period)
 - Discussion ensued. A decision was made to switch direct deposit from TD Bank to Quickbooks. Director Corbett will work with Bookkeeper Sarcione.
- Hampstead Lib News
 - News article about investing funds. Discussion ensued.

Closed Session

- Trustee True made a motion to go into closed session at 8:22 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously. Roll Call: Peter Stock, Carol Fournier, Adrienne Skora, Tina Owens, and Diana True.
- Director Corbett has been invited to join the Trustees at 9:06 p.m. Trustee Stock made a motion to leave closed session at 9:58. Trustee Skora seconded the motion, and the motion carried unanimously. Trustee Stock made a motion to seal the minutes. Trustee Owens seconded the motion, and the motion carried unanimously.

Next Friends Meeting

- Monday, March 27, 2017 @ 6:30 p.m.

Next Business Meetings

- Thursday, January 19, 2017 @ 7:00 p.m.

Dates of Note

- Public Hearing: Wednesday, January 11, 2017 @ 6:00 p.m. (snow date/continuance date 1/17)
- Warrant Articles Due: Tuesday, January 10, 2017
- Deliberative Session: Saturday, February 4, 2017 @ 8:00 a.m.

Adjournment

- Trustee Stock made a motion to adjourn the meeting at 9:58 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously.

Respectively submitted by Adrienne Skora, Secretary

Library Director's Report
December 15, 2016

A representative from Ed's Flooring America (Plaistow, NH) came to measure for a quote on Wednesday, November 16th. Quote: \$21,417.20 –including fixing subfloor and transitioning from “new” building to old building.

Our new copier (purchased with our income-generating equipment funds, not town appropriation) was delivered and installed on Friday, November 18th.

- Can print to copier from our computers for black & white printing.
- Can scan to USB or email.

I attended the SNHLC monthly meeting on Thursday, December 1st in Atkinson.

- Koha
 - Upgrade in January
 - Will be able to accept credit cards for fines –PayPal
 - Monthly Koha consortia meetings -1/18/17 2:30 p.m.
 - Auto renewal –not working. Will put in ticket.
 - Cab kickstarted a reports development, and garnered enough funding from multiple libraries.
 - Development to pursue next: Claims Returned status
 - Koha hackfest –not worth time to attend (more trying to get member libraries to do the coding for them)

We had our monthly staff meeting on December 2nd.

- Assistant Director / Cataloger Hassard presented Universal Class online service.
 - More than 500 courses available
 - Can take up to 5 courses at a time
 - 6 months to finish course
 - 24/7 access
 - Real instructors
 - Non-credit courses
 - Can't move on to next section until you've finished the current section
- We'll have a sing-along for the story time kids and Fox Den on 12/27
- Koha PayPal development –will we pass on the fees to the patrons?
- Offer gas cards to presenters who refuse payment
- Communication

We will meet again on Friday, January 6th. Youth Services Director Bryant will present NH Downloadable Books.

I submitted the Library's disbursement request/schedule of payment to the Finance Director for 2017.

A representative from Dec Tech Flooring (Raymond, NH) came to measure for a quote on Wednesday, December 7th. On December 14th, I visited the showroom where I picked out three carpet square options for three quotes. Quote: \$14,062-\$16,116 (depending on carpet tile choice) + Labor –includes transition from new building to old building.

I attended the MHR meeting on December 14th in Candia.

- New iteration of Overdrive: Libby.
 - New app icon is stereotypical (white older female w/glasses & bun)
 - New on bottom of screen: Library – Current Book – Shelf
 - Item records will be better

- Less Adobe epub use
- Can enter additional card numbers –for family use or for librarians w/home & work libraries
- Search parameters stick from search to search –need to clear if not getting results
- Will lose wishlist

Next meeting: Wednesday, January 11th, location TBD.

Respectfully submitted by
Kirsten Rundquist Corbett
Sandown Public Library Director