



Sandown Public Library Trustees Meeting
Minutes for January 19, 2017 at 7 PM @ Sandown Public Library

Call to Order

Meeting called to order at 7:06 p.m.

Attendance

Director Corbett

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

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

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations: \$250 (\$250 from Granite State Telephone Pioneer Club)

Trustee True made a motion to accept the undesignated donations of \$250 from Granite State Telephone Pioneer Club. Trustee Owens seconded the motion, and the motion carried unanimously.

Approval of Minutes

December 15, 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

Discussion ensued.

Programs & Announcements

Discussion ensued.

Old Business

- Flooring
 - Discussion ensued.
- PayPal
 - Would provide an option for patrons to pay online. Discussion ensued.
 - Trustee Stock made a motion to implement a PayPal account for the acceptance of fines, donations, or other funds and authorize the Director to set up a new TD bank account for the depositing of money. Trustee Fournier seconded the motion, and the motion carried unanimously.
- Policy
 - The Trustees made changes to the Emergency Closure Policy that will take effect immediately. A copy will be distributed immediately to Staff.
 - Other changes were made, and updated policies will be published soon.

New Business

- Flood
 - Flooring estimate –Ed’s Flooring left samples for us to choose before finalizing estimate.
 - Carpet Cleaning –Stanley Steemer cleaned storytime rug on Saturday, January 14th. \$105
 - Insurance Claim -\$1000 deductible per incidence. Won’t know if worth filing until get flooring estimate.
- Annual Report
- Diana’s term is up this year –running again?
 - Is going to run again.
- Vision for the Future

Closed Session

- Trustee True made a motion to go into closed session at 9:48 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 9:48 p.m.
- Trustee True made a motion to leave closed session at 11:01. Trustee Stock 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, January 23, 2017 @ 6:30 p.m.

Next Business Meetings

- Thursday, February 16, 2017 @ 7:00 p.m.

Dates of Note

- Deliberative Session: Saturday, February 4, 2017 @ 8:00 a.m.

Adjournment

- Trustee Owens made a motion to adjourn the meeting at 11:02 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously.

Respectfully submitted by
Adrienne Skora
Secretary

Library Director's Report
January 19, 2017

We received the Library's first quarterly disbursement before the end of the year! It was deposited on Tuesday, January 3rd.

The library flooded on Wednesday, January 4th. It appears to have been caused by the rain not being absorbed by the frozen ground. The meeting room, hallway, and book sale room downstairs were affected. The carpet absorbed the bulk of the water, lessening the potential damage. ECLT Thomas moved soaked materials, drying out those that could be dried, and disposing of what couldn't be saved. I mopped up what could be mopped, used Trustee Owens' shopvac to get as much water out of the carpet as I could, and ran Trustee Owens' dehumidifier for three days to dry things up. As a result of the flood, the floor tiles have begun to lift. Ed from Ed's Flooring came on Tuesday, January 10th to do an estimate for the replacement of the floor, and again on Wednesday, January 18th to provide floor samples. Stanley Steemer came on Saturday, January 14th to clean the story time rug. Following the flooring estimate and cost of the carpet cleaning, the Board of Trustees and I will decide whether or not to file an insurance claim.

We had our monthly staff meeting on January 6th.

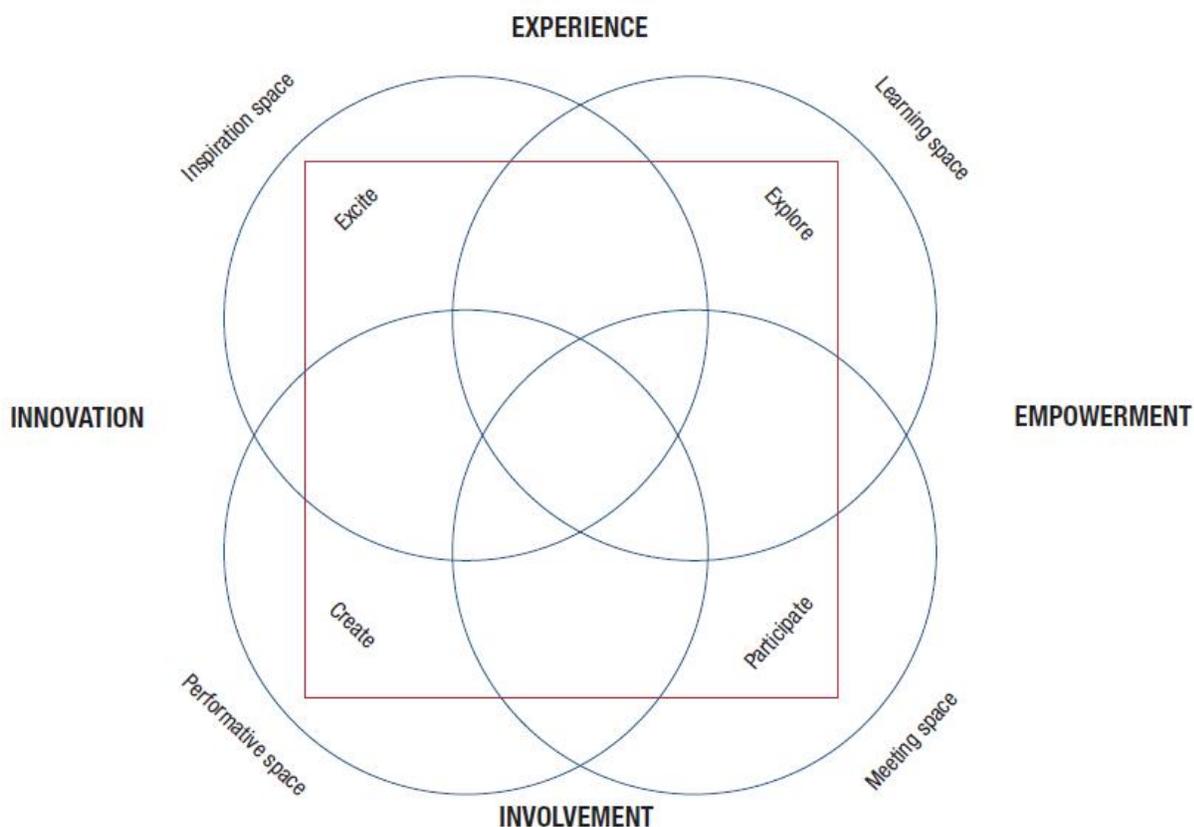
- Youth Services Director Bryant presented the New Hampshire Downloadable Books service.
 - Access through link on our homepage: sandownlibrary.us (<https://nh.overdrive.com>)
 - Can check out three downloadable books at a time
 - Can have up to five downloadable books on hold at a time
 - Can set books to automatic check out, or have 48 hours from notification to check out before the book goes to the next NH library patron
 - Can have as many books as desired on wish list
 - Wish list will disappear when the Libby app replaces the Overdrive app
 - 24/7 access
 - Check outs can be set for one or two weeks –go into settings to set desired check-out length
 - Libby –new app coming soon (<https://help.overdrive.com/customer/en/portal/articles/2673906-what-is-libby-and-how-does-it-work->)
 - New layout on screen, highlights current bookshelf
 - Item records are better
 - Less Adobe e-pub use
 - Can enter additional library card numbers –for family use or for librarians w/home & work libraries
 - Wish list disappears
 - Search parameters stick from search to search –need to clear if not getting results

We will meet again on Friday, February 3rd. Library Technician Kehoe will present NHU-PAC, the NH interlibrary loan system.

I attended the MHR meeting on January 11th in Manchester.

- Reimagining Library Space and Services –Lynn Piotrowicz from Henniker
 - Larger Goal: Serving the community, not self or staff
 - Sundays
 - Going on 4 years since opening for Sundays
 - 3rd busiest day of week
 - Evening programs didn't work, but weekend programs do
 - Ideas and changes beget more ideas and changes
 - Grants require documentation and needs assessment
 - Get commitment from community, Board of Trustees, Board of Selectmen
 - Hygge –warm, fuzzy feeling
 - Create a space that's welcoming

- Four spaces of the public library



- *The four spaces by Dorte Skot-Hansen, Henrik Jochumsen and Casper Hvenegaard Hansen* <http://blogs.ifla.org/public-libraries/2016/03/29/the-four-spaces-of-the-public-library/>
- *Scandinavian Library Quarterly* “Library Space: The Library of Our Dreams.” <http://slq.nu/?article=volume-46-no-2-2013-4>
- “Bad Libraries Build Collections, Good Libraries Build Services, Great Libraries Build Communities.” David Lankes. <https://davidlankes.org/?p=1411>
- Ask the community what their dreams and visions are, then, “How can we help?”
- We cannot TOLERATE “We’ve always done it this way.”
- Further reading: *Expect More: Demanding Better Libraries for Today’s Complex World*. David Lankes.
- Collaborative Partnerships
- Engaging with Families
- Flexible Spaces
- Learning Spaces
- Program Idea: Monthly TED talks with seniors –watch & discuss

Next meeting: Wednesday, February 8th, location TBD.

Trustees True, Stock, and Skora, and I attended the Budget Committee’s Public Hearing on Wednesday, January 12th. The Library’s budget remained unchanged since our last meeting with the Budget Committee.

Public Relations and Programming Coordinator Thomas will be attending three grant seminars this spring: Grantwriting: The Fundamentals on April 7th, Grant Management Techniques for Nonprofits on April 19th, and Grantwriting: Advanced on May 12th.

Respectfully submitted by
Kirsten Rundquist Corbett
Sandown Public Library Director