



*Sandown Public Library Trustees Meeting*  
**Minutes for February 18, 2016 at 6:45 PM @ Sandown Public Library**

**Call to Order**

Meeting called to order at 6:46pm.

**Attendance**

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione(absent)

**Pledge of Allegiance**

**Finance Report**

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

**Approval of Minutes**

January 21, 2016 minutes

The January 21, 2016 minutes were reviewed. Trustee Stock motioned to approve the minutes as corrected. Trustee Stafford seconded, and the motion carried.

**News & Views of the Director**

Circulation and Visits

Circulation is up.

Programs & Announcements

Programs are doing very well.

**Old Business**

- Budget –default budget submitted to Finance Director
- NHRS Audit –no longer a site visit, but a desk audit
- Digital Outdoor Sign
  - Stewart Signs Quote from December 2014:
    - \$11,421 for red lettering only
    - \$13,927 for multiple colors (including less garish amber or white)
  - Sigtronix –quote forthcoming
  - ElectronicSigns.com –quote forthcoming
- Disbursement Request

**New Business**

- Culligan
  - Service Call 2/11 –We need:
    - Carbon tank rebed.
    - Water softener rebed.

- Quote: \$900 for service
  - Will not charge \$119 for 2/11 service call if repairs are scheduled within three months.

Trustee Owens made a motion to approve the Library Director to spend \$900 to service the water system. Trustee Stock seconded the motion, and the motion carried unanimously.

- Museum Pass Program –examples from two libraries using the pay-per-use program
- Anticipatory Position Posting? –Pelham PL has posted a position for one or two librarians to work their proposed Sunday hours, so that position will be in place should the hours pass.
  - Election: Tuesday, March 8<sup>th</sup>.
  - Anticipated first Friday open: Friday, April 1<sup>st</sup>.

Trustee Stock motioned to go into closed session at 8:45 p.m. 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 9:12 pm. Trustee Skora seconded the motion. Motion carried unanimously. Trustee Owens motioned to seal minutes. Trustee Stafford seconded the motion. Motion carried unanimously.

Trustee Skora motioned to adjourn the meeting at 9:14 pm. Trustee Stock seconded the motion. Motion carried unanimously.

#### **Next Friends Meeting**

- Monday, March 27, 2016 @ 6:30 p.m.

#### **Next Business Meetings**

- Thursday, March 24, 2016 @ 6:45 p.m.

Library Director's Report  
February 18, 2016

I have followed through with our HVAC maintenance suggestion that we purchase four carbon monoxide sensors with LED readouts, as none of our current alarms are equipped to detect carbon monoxide. (One in Children's, one in main room, one in office, one downstairs.) I have purchased the devices and am in the process of installing them.

Trustees Skora, Stock, True, and Owens, and I attended the Deliberative Session on January 30<sup>th</sup> to be on hand to defend our budget and warrant articles, but no questions arose. The Friends of the Library provided soups, sandwiches, and baked goods downstairs. They did not raise as much money as they have in the past, due to the lack of a break in the proceedings and the early end to the discussions. The Library and St. Matthew's Church were approached to provide a location for child care for parents wishing to attend Deliberative Session. We opened the library one hour early to accommodate the early hour of the start of the session; Library Technician II Kehoe and Public Relations and Program Coordinator Thomas were on hand to man the library at 8:00 a.m. There were only three children in attendance.

I have prepared the required information for the NH Retirement System audit, with the help of Bookkeeper Sarcione. We were scheduled for our visit on Thursday, January 14<sup>th</sup>, but Tony Durso, the auditor, cancelled the appointment that morning. The rescheduled audit date of Thursday, February 4<sup>th</sup> was also cancelled. We are proceeding with a desk audit.

I attended the Merri-Hill-Rock meeting on Wednesday, February 10<sup>th</sup> at Hooksett Public Library.

- READS Roundtables coming up in April –MHR host?
- Discussed future meeting schedules, topics, locations
- How to get more MHR libraries/representatives to participate?
- Ignite Session
  - Successes:
    - Play kitchens, etc. in children's areas
    - Drop-in dance party
    - Making library buildings more "lingerable"
    - Passive programming
    - Book quotes on outside sign
    - Reading to residents at senior centers
    - Mobile computers –for minecraft programs, etc.
    - Drop-in adult coloring
    - Easter bunny visit
    - Ladies night out w/rec dept.
    - Cart of adult materials for browsing in children's area
    - DPL –"Open for Business" full-day program w/chamber of commerce, SCORE
      - \$35/person
    - Cookbook Club
    - Author Fest
  - Failures:
    - Senior center book groups
  - Unknown:
    - PPL just purchased multiple sewing machines for programming
    - PPL looking into Melissa Data
    - Year-long monthly how-to series (painting, photography, etc.)
    - Big Read –*The Things They Carried*

AdelXT has been in to make sure that new staff computers are working as they should before replacing our oldest public computers with the newer staff computers, which were replaced last year. There were just a few tweaks that needed to be made to the new computers before our profiles on the replaced computers are deleted. The computer rotation should be completed by the end of the month.

I scheduled a maintenance visit from Culligan, at the request of Custodian Bonin, to look at our water system. The water softener has not been working at all (no salt replacement needed for quite some time), the water has been rustier than usual, of late, and there is an odd smell in the library, which we believed was originating from the water system. The service call was on Thursday, February 11<sup>th</sup>. As it turns out, we were right: no component of the system is working properly. The quote from Culligan to fix everything is \$900.

Bookkeeper Sarcione created a disc of our 2015 financials, to be delivered to Finance Director Eastman for the upcoming financial audit.

Dale Dormody, of Piperwebs, informed me that they are starting on our redesign the week of February 15<sup>th</sup>. No word on how long the process will take.

I attended the SNHLC meeting on Thursday, February 18<sup>th</sup> at Plaistow Public Library.

- We have a Bywater upgrade coming up, which will require our SIP2 protocols to be updated, too. Director Heer, of Atkinson, will coordinate between Koha (catalog), Overdrive (downloadable books), and Library Insight (calendar & museum passes) for all three libraries, and Cassie (printing) for her library. Director Vinton, of Plaistow, will have to coordinate for Cassie on his own for PPL.
- The Timberlane Health Fair is coming up on March 16<sup>th</sup>. There will be a representative from each of the SNHLC libraries there. We will advertise our resources and services.

I intend to take one week off the week of February 21<sup>st</sup>. Assistant Director Hassard will be charged with the running of the library during that time.

Youth Services Director Bryant and Early Childhood Literacy Teacher Thomas are registered to attend the CHILIS (Children's Librarians of NH) Spring Conference at SNHU on March 17<sup>th</sup>.