



Sandown Public Library Trustees Meeting
Minutes for March 24, 2016 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:47pm.

Attendance

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Approval of Minutes

February 18, 2016 minutes

The February 18, 2016 minutes were reviewed. Trustee Owens motioned to approve the minutes as corrected. Trustee Stock seconded, and the motion carried.

News & Views of the Director

Circulation and Visits :

Discussion ensued. Circulation is up over the last two years.

Programs & Announcements

Programs are doing well.

Old Business

- NHRS Audit –Results
- Disbursement Request –Sign revised request
- Culligan
 - Service Call 2/11 –We needed:
 - Carbon tank rebed
 - Water softener rebed
 - Quote: \$900 for service
 - Did not charge additional \$119 for service call since repairs are scheduled within three months of 2/11 service call.
 - Repairs done Friday, March 4th.
 - Leak fixed Monday, March 7th.
 - Flow switch replaced Wednesday, March 9th.
- Warrant Articles –Neither of the Library's warrant articles passed.

New Business

- Universal Class –Renew? 18 uses in 2015. 24 uses in 2014. 224 uses in 2013. 3 so far this year. Trustees asked Director Corbett to pursue discounted rate for annual renewal.
- Merit Increase Formula:
 - Tally up evaluation scores:
 - -1 for each “Does Not Meet Expectations”
 - +1 for each “Exceeds Expectations”
 - $\leq -1=0\%$ (not doing job well enough to merit an increase)
 - $0=1\%$ (doing job –merit approximate equivalent of COLA (even though there wasn’t one this year))
 - $1=2\%$ (exceeding expectations)
 - $2=3\%$ (more than exceeding expectations)
 - $3=4\%$ “
 - $\geq 4=5\%$ (deserving of highest praise and compensation)

Closed Session

Trustee True motioned to go into closed session at 7:56 p.m. Trustee Skora seconded the motion. Roll Call: Trustees True, Owens, Skora, Stock, and Fournier. Director Corbett has been invited. Motion carried unanimously.

Trustee Owens motioned to leave closed session at 8:34 pm. Trustee Skora seconded the motion. Motion carried unanimously. Trustee Owens motioned to seal minutes. Trustee Stock seconded the motion. Motion carried unanimously.

Trustee Stock motioned to adjourn the meeting at 8:37 pm. Trustee Skora seconded the motion. Motion carried unanimously.

Next Friends Meeting

- Monday, March 28, 2016 @ 6:30 p.m.

Next Business Meetings

- Thursday, April 21, 2016 @ 6:45 p.m.
- SNHLC Annual Meeting: Monday, May 2, 2016 @ 7 p.m. @ Plaistow Public Library

Respectfully submitted by Adrienne Skora, Secretary

Library Director's Report
March 24, 2016

I spoke with Tony Durso, our NH Retirement System auditor, on Monday, February 29th. We will be sent a report, but these are the things he mentioned:

- In order for a PTO payout to count toward NH Retirement, a FT employee would have had to be vested before 1/1/2012. When I leave the library, regardless of length of employment, my PTO payout will not need to be reported to NHRS.
- Merit bonuses are not reportable to NHRS as or above base compensation, as they are not regular or predictable.
- Even in a biweekly pay period, FT must work (and claim) a minimum of 35 hours per week. Conversely, a PT employee may not work (or claim) more than 34 hours per week.

Our financial audit began on Monday, February 29th.

Two men from Culligan to repair our water system on Friday, March 4th.

- The chlorinated water bin looks extra dirty because chlorine (which Custodian Bonin adds regularly, as part of the process) magnifies the appearance of iron in the water, and encourages it to form solids that will not go into our water supply.
- There was a micronizer in the pipe, which brings in oxygen, which also solidifies the rust, which led to lots of sludge inside the pipes. This was removed, as it is not necessary to have both the micronizer and the chlorine system, and it was unclear whether or not anyone knew that the micronizer was still there.
- The water softener system coming before the filtration system also contributed to the problem, but, apparently, it does have to be in that order.
- The rust had solidified in the pipes to the point where they couldn't push it out with any amount of water pressure, or even dig it out, so parts of our pipes were replaced with shiny new ones.
- Once the salt level goes down in the water softener bin, we're to call them to clean it out.
- Following this, yearly maintenance should be all that we need.

I attended the Merri-Hill-Rock meeting on Wednesday, March 9th at Derry Public Library.

Business Meeting

- Old Business:
 - READS Roundtables Thursday, March 31st 10 a.m. -12 p.m.
 - MHR co-hosting at Hooksett PL
 - Providing food
 - MHR members attend for free
 - Upcoming meetings
 - April @ Kelley Library in Salem: Community Centered Library
 - May @ Kimball Library in Atkinson: PLA report from Diane Heer
 - June ?: Jessamyn West
 - Please look at her website to see what topics are relevant: <http://jessamyn.com/>. If no other suggestions: tech training
- Affordable gifts for presenters who refuse honorariums?
 - Share ideas on MHR email list.
- Policy question: Special needs adult grabbed girl in library –ban, limit access, etc.?
 - Derry PL calls the director at the caregiver organization –it's usually a caregiver issue.

Program: Rosemary Ford –Editor of Eagle-Tribune, Derry News

- Advertising determines the size of the paper ~60-40 split ads to content
- Subscribers help set ad rate
- If not getting satisfaction via email, pick up the phone

- Ask who to submit information to; via phone or email?
- Calendar sections
- If bigger scope event call editor at least one week in advance for “Region in a Minute”
- Submit info in advance –shorter is always better
 - 3rd person
 - Bullet points: who what when where why how?
 - Include paragraph about why this event is interesting
- Within a day or two of event submit write-up with picture –more is better after-the-fact
 - Cover lead -5 ws
 - So what?
 - Highlights of event
 - Include caption with photo
 - Name, age (for kids under 18), town
 - Put least important info at bottom of article, so can be cut for space
- Put ongoing events at bottom when submitting events –may get cut
- Write up stories and submit to Calendar for unique events
- Call and talk to the editor or local reporter about big things
- You can always ask the reporter to read a quote back to you or to call you before filing the story. You can also ask to call them back when put on the spot, to gather thoughts.
- What makes a good photo?
 - Groups of 204 people per photo
 - Want to see faces
 - First & last names, hometown (left to right in photo)
 - Ask before event –who doesn’t want to be in the paper?
 - JPEGs 200 dpi minimum 6x8
 - Videos to go with online stories -30 seconds is fine
 - Focus on upper part of body
 - Get faces in focus
 - Try to shoot photo from higher vantage point
 - Center subject in photo

Koha, our integrated library system, is doing two upgrades: 3.20 and 3.22. I attended three webinars highlighting changes for circulation, tools and administration, and OPAC (online public access catalog) and public services. Assistant Director/Cataloger Hassard attended one on cataloging and acquisitions. From what they told us, it sounds like any of the upgrades that affect our day-to-day operations will actually have to be chosen and turned on by us; default settings will remain as they were. The upgrade cycle starts on Saturday, March 26th. SNHLC has not been scheduled yet.

The Library hosted a Red Cross Blood Drive on Wednesday, March 16th. We had three raffles for blood donors to enter. The winners were Julie Ball, Jenn Dube, and Greg Tarlin. Many local businesses donated for our cause: Bruchetti’s (pizza to feed donors), St. Julien’s Macaroons (macaroons to feed donors), BeanTowne, Starbucks, Zorvino Vineyards, The Friends of the Sandown Public Library. We heard back from the Red Cross that the goal for a first-time blood drive host is 21 units of blood donated, and we had 24!

I attended the Sandown Joint Loss Management Committee meeting on Wednesday, March 16th.

I represented the SNHLC at the Health and Wellness Fair at Timberlane High School on Wednesday, March 16th. Director Heer, from the Kimball Library, and Program Coordinator Sullivan, from Plaistow PL, were also there. We advertised our health resources, as well as our upcoming programs. We spoke with many existing patrons, plus many students and faculty at the school, who were unaware that as such they could get a PPL card, and use it at all three of our libraries. Each library had a raffle for our existing patrons to enter. PPL raffled off a

\$25 Market Basket gift card; KL raffled off a \$25 AMC Cinemas gift card; SPL raffled off a \$20 Bruchetti's gift certificate. Our winner was Kim Cook, a frequent library patron!

Following another security alarm during closed hours, a worker from East Coast Security came on March 17th. He checked the sensitivity of the motion detector that triggered the alarm, and checked our panic button batteries.

Youth Services Director Bryant attended the CHILIS (Children's Librarians of NH) Spring Conference at SNHU on March 17th.

There is a vote on the table for NH Downloadable books, in reference to the proposal by the NHDB Fee Structure Study Group (The group chose to keep the existing \$400.00 floor for those libraries whose fees are less than \$400, (plus \$80.00 each for magazine service), and then, using the formula of Overdrive unique users and circulations for each library, to split up the remaining money needed to meet the yearly budget goal.):

2016 Official NHDB Ballot: Implementing Any Fee Structure Change in 2018

This motion was introduced by Lori from the Baker Free Library and seconded by Steve from Portsmouth PL (as well as Myra from Brookline PL and Amy from Amherst TL).

- Are you in favor of the motion that reads: ANY change to the NHDB fee structure made in 2016 be implemented as of January 1, 2018? For 2017, we will continue with the current formula as is.
 - Yes. (Any changes to the current fee structure will be implemented as of January 1, 2018.)
 - No.

I updated our information for the NH Library Directory.

The Public Library Annual Report is due on Friday, March 25th. I submitted it on Wednesday, March 23rd. Some interesting comparisons –we offered 259 more programs in 2015 than we did in 2014 and we circulated 20,142 more items than in 2014!

Youth Services Director Bryant will attend the YALS meeting on Thursday, March 24th at LGC.

I attended the SNHLC meeting on Thursday, March 24th at Kimball Library.

We will hold a staff CPR certification training session at the library after closing on Saturday, March 26th, as our certifications expire shortly, and we need them to keep in compliance with being a building that houses AED units.