



*Sandown Public Library Trustees Meeting*

**Minutes**

**April 18, 2019 at 7 PM**

**Sandown Public Library**

**Call to Order at 7:01 pm**

**Attendance:** Diana True, Carol Fournier, Caroline Morse, Carol Busby, Tina Owens and Director Deb Hoadley  
Selectman's Liaison Steve Brown in absentia

**Pledge of Allegiance**

**Trustee Orientation** Received copies of 2016 manual

**Finance Report**

Financial Reports – prepared by Deb Hoadley. Discussion ensued.

Undesignated Donations: None

Edward Jones Investment – bank signatures and CDs. Arrangements are being made to go to Edward Jones & TD Bank for signatures.

**Approval of Minutes**

March 28, 2019 Minutes changed to reflect that Carol Busby is Vice Chair rather than Co-Chair.

Trustee Owens motioned to approve the minutes as corrected. Trustee Fournier seconded. Motion passed unanimously.

**News & Views of the Director**

- Statistics – the monthly statistics were presented and reviewed. Discussion ensued. (Copies available upon request.)
- Programs & Announcements – details were provided (available on request).
- Director's Report – Director Hoadley presented her monthly report; discussion ensued. (Copies available upon request.)

**Friends of the Library Report**

- A Mystery Night with the Friends was a success. There were over 100 people in attendance. The Friends made over \$1500.
- Next fundraiser: Raffle Baskets – drawing to be held on June 20 at the Ice Cream Social.
- Next meeting: Monday, May 20 at 6:30pm

**Old Business**

- PTO Policy & Matrix- Proposed changes to paid time off and vacation time policy were presented. Discussion ensued. The Director will make changes as discussed and present them at the next meeting.
- Building Repairs from flood – A contractor has inspected the premises and damage, will be generating an estimate for repairs, and will send a quote to the insurance representative.
- NHLTA Conference – May 29 – Trustees discussed available classes and how many will be attending.
- SNHLC Bylaws Discussion for annual meeting on May 6 – Changes to the current cooperative agreement were presented and discussed. Attendance for the meeting on May 6 at the Plaistow Library was discussed.

**New Business**

- New contact information for Trustees was presented, and necessary changes were made to the list.
- Salary increase and full-time position – Adjusted salaries were presented and discussed.
- 2020 Budget – Potential 2020 and 2021 Budgets were proposed and presented for discussion.

**Next Business Meetings**

- SNHLC Annual Meeting, Monday, May 6 at the Plaistow Public Library at 7pm
- Thursday, May 16 at 7pm
- Date change for June – Thursday, June 27 at 7 pm (Friends Ice Cream Social on June 20)

**Adjournment**

- Trustee Busby motioned to adjourn at 9:03pm, Trustee Fournier seconded and the motion passed unanimously.

Respectfully submitted,

Caroline Morse  
Secretary of the Board of Trustees  
Sandown Public Library