



Sandown Public Library Trustees Meeting
Minutes for April 21, 2016 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:46pm

Attendance

Trustees: Diana True, Carol Fournier, 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

Acceptance of unanticipated funds: \$1.50 undesignated donations

Trustee Stock made a motion to accept the unanticipated funds of \$1.50. Trustee True seconded the motion, and the motion carried unanimously.

Approval of Minutes

March 24, 2016 minutes

The March 24, 2016 minutes were reviewed. Trustee Owens motioned to approve the minutes as corrected. Trustee Stock seconded, and the motion carried unanimously.

April 7, 2016 minutes

The April 7, 2016 minutes were reviewed. Trustee Stock motioned to approve the minutes as corrected. Trustee Skora seconded, and the motion carried.

April 11, 2016 minutes

The April 11, 2016 minutes were reviewed. Trustee Stock motioned to approve the minutes as corrected. Trustee True seconded, and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Visits and Circulation are up from last month.

Programs & Announcements

Programs participation has increased.

June Meeting: Defer discussion on Veteran Program and contacting Kevin Major.

Director's Report is attached.

Old Business

- Universal Class –Renewed at \$750.

- Old metal chairs –sold some at town-side yard sale two years ago. Sell or give away the rest?
 - From Town Administrator Blaisdell: “...typically we put the message out to other departments and ask if anyone could use them. We then present a list of items we want to dispose to the Selectmen and ask permission to dispose of it.”
- 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)
 - Signs Plus:
 - \$12,669 for red lettering only
 - \$16,638 for multiple colors (including less garish amber or white)
 - Barlo Signs (they did the Auburn Town Hall sign for just over \$26,000) –quote forthcoming

As we continue to pursue sign options, consider approaching Friends of the Library for utilization of the Hazel Marlow Memorial Fund.

As we get closer to a decision, we will present thoughts to the Planning Board and Selectmen.

New Business

- Old projector –same procedure as above.
Projector was sold.
- New Board Picture
- Change in the monthly meeting time from 6:45pm to 7 pm.

Closed Session

Trustee Stock motioned to go into closed session at 8:18 p.m. Trustee True 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, May 23, 2016 @ 6:30 p.m.

Next Business Meetings

- SNHLC Annual Meeting: Monday, May 2, 2016 @ 7 p.m. @ Plaistow Public Library
- Thursday, May 19, 2016 @ 7 p.m.
- NHLTA Conference Monday, May 23, 2016 8 a.m. - 3:30 p.m. @ Grappone Conference Center

Respectively submitted by Adrienne Skora, Secretary

Library Director's Report
April 21, 2016

We held 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 an AED unit. All regular staff members attended.

I attended the Friends of the Sandown Public Library meeting on Monday, March 28th. They are planning another boulevard of baskets raffle fundraiser, including themed baskets of garden, ice cream, pets, birds, summer fun, spa/relaxation, lottery, wine, movies, and coffee & chocolate. They voted to fund up to a 10% increase over last year's museum pass costs for the New England Aquarium, IMAJINE That, Museum of Science, SEE Science Center, and the Butterfly Place. They are funding \$200 for a fiddling program, from the Hazel Marlow Memorial Fund, featuring Ellen Carlson and Jim Prendergast. They are also supporting our regional Community Stories: Soldiers Home and Away program by funding \$250 toward a documentary showing: *Baby Lifts*.

On Monday, March 28th, the auditors asked for and I provided:

| DATE | TRANSACTION TYPE | PAYEE | AMOUNT | CHECK # |
|------------|------------------|----------------------------|------------|------------|
| 4/13/2015 | Payroll | Colonial Engraving Co Inc. | \$ 21.00 | Debit Card |
| 1/29/2015 | Payroll | Jennifer Bryant | \$ 69.83 | 3979 |
| 6/18/2015 | Payroll | Amazon.com | \$ 663.24 | 4150 |
| 10/8/2015 | Payroll | Anywhere Audio & More | \$ 970.00 | 4271 |
| 12/31/2015 | Payroll | Staples Business Advantage | \$1,359.70 | 4368 |

- Rate agreements (if applicable)
- Salary agreements/contracts (if applicable)
- Canceled checks

| DATE | TRANSACTION TYPE | PAYEE | AMOUNT | CHECK # |
|------------|------------------|------------------|------------|----------------|
| 5/28/2015 | Payroll | Bryant, Jennifer | \$1,056.88 | Direct Deposit |
| 3/5/2015 | Payroll | Salois, Holly | \$ 96.55 | 4023 |
| 10/1/2015 | Payroll | Kehoe, Susan | \$ 606.55 | 4269 |
| 12/24/2015 | Payroll | Hassard, Cathy | \$1,105.66 | 4358 |
| 1/8/2015 | Payroll | Ball, Juliana L | \$ 306.61 | 3956 |

- Invoices
- Canceled Checks

On Tuesday, March 29th, I received this email:

Good Morning Kristen,

I am part of the team working with Brian McDermott on the Town of Sandown FY15 audit. I've attached communication you and Brian had last year regarding the board approving a manifest (summary) of the invoices to be paid. Was this implemented and would it be possible to get copies of the manifests for the following vendor & payroll invoices? I also noticed that it appears no one is approving the Employee Rate of Pay forms?

| DATE | PAYEE | AMOUNT | CHECK # |
|-----------|-----------------------|----------|---------|
| 6/18/2015 | Amazon.com | \$663.24 | 4150 |
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| | | | |
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I provided the requested information, and while over there, spoke with Brian McDermott. He wasn't sure yet if he was going to direct us to have someone sign off on the Employee Rate of Pay forms. I told him it was no problem to start doing so, as rates were set to change within weeks. I asked if it mattered if it were the Director's signature or a Trustee's signature. He said it didn't matter. For this year, I signed off on all staff rate of pay forms except for mine, which Trustee Stock signed off on.

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

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.

Now there is this vote in the works (motioned by Steve Butzel of Portsmouth, seconded by Amy Lappin of Lebanon):

Now that the motion to delay the implementation date of any changes to the NHDB fee structure to 2018 has passed, I would like to **make a motion to accept the new NHDB fee structure as proposed by the NHDB Fee Structure Study Group.**

Steve Jussif of AdelXT came in to see if anything can be done on our end about our emails not being accepted by many email servers, including the Town of Sandown's. Our email domain is not specifically blacklisted—we have been checking that to make sure periodically. Steve spoke with a representative at Comcast who, after looking into it on their end, determined that it is probably a Gmail issue, and one or some of their servers are blacklisted. After looking at some of the emails that have bounced, he determined that it was a Gmail problem. While our domain was not blacklisted, the Gmail server that we are on has been. Steve will contact Gmail to find out how to fix it.

Our Newsbank trial has been extended until April 25th. I will receive usage statistics at that point, and we can decide whether or not to move forward.

Annual staff evaluations took place between April 6th and April 14th. Merit increases were awarded, starting with pay date 4/14/16.

Youth Services Director Bryant, Early Childhood Literacy Teacher Thomas, and Volunteer Lachance have begun the process of reorganizing the Children's collection.

I attended the Merri-Hill-Rock meeting on Wednesday, April 13th at Kelley Library.

Program (9:30): Kelley Unger & Melissa Robinson, authors of "23 Reasons Why Your Library is the Most Important Place in Town" (<http://publiclibrariesonline.org/2013/04/community-centered-23-reasons-why-your-library-is-the-most-important-place-in-town/>) and *Transforming Libraries, Building Communities: The Community-Centered Library*.

- Build community capital, including physical, financial, environmental, and social capital.
- Specific Roles of Libraries:
 - As centers for civic action

- As cultural centers
- As universities
- As champions for youth
- How?
 - Reallocating resources (\$, personnel, equipment, space)
 - Thinking like a programmer
 - Networking
 - Collaborating
 - Connections
 - Scale (beyond library reach alone)
 - Resilience
 - Getting grants (Peabody Library has no programming budget –Friends donations & grants)
- Say yes to suggestions first, then figure out how to do it later.
- Who can you partner with?
 - Partners to consider (from handout photocopied from book p 108)
 - Public
 - Elementary, secondary, vocational, special education, and charter schools
 - City/town departments –senior centers, recreations departments, health departments, police, community development, public housing administration, etc.
 - State agencies
 - Federal agencies
 - Community colleges
 - State colleges and universities
 - Public health clinics
 - Veterans hospitals
 - Court systems
 - Prisons and juvenile detention centers
 - Military bases
 - Public radio
 - Public television
 - Private
 - Businesses –of all types
 - Fitness facilities: gyms, health clubs, dance schools, yoga and karate studios, etc.
 - Group homes (may be public or private)
 - Business cooperatives
 - Nursing homes
 - Private colleges and universities
 - Local sports teams (amateur and professional)
 - Chamber of commerce
 - Doctors/hospitals
 - Women’s groups
 - Local artists, writers, musicians
 - Nonprofit
 - Private and parochial elementary and secondary schools
 - Homeschooling groups
 - Soup kitchens and food pantries
 - Homeless shelters
 - Places of worship

- Parent/teacher associations
- Labor unions
- Professional associations
- YMCAs
- Meals on Wheels
- Time banks
- AARP
- Museums
- Cultural organizations
- Community action programs
- Fraternal organizations: Rotary, Lions, Elks
- Community development corporations
- County/state fairs
- Local festivals
- Support groups
- Community theaters
- Historical societies
- Social service agencies
- Community clubs
- Community television stations
- Community radio stations
- Assets public libraries bring to community collaborations (from handout photocopied from book p 111)
 - Physical space (indoor or outdoor)
 - Research skills
 - Information resources
 - Technology
 - Literacy knowledge
 - Flexibility
 - Community trust
 - Strong dedication to the values of equal access, privacy, intellectual freedom, and more
 - Staff time
 - Money
 - Library volunteers, Friends groups
 - Individual staff skills
 - Enthusiasm
 - Knowledge of the community
 - Patrons
 - Grant writing skills
 - Marketing/publicity experience
- Ideas:
 - Earn-a-bike –find old bicycles (ask the police department if they’ve got unclaimed stolen ones that they can donate?), teach folks how to fix and refurbish bicycles, then send the patron home with the bike they fixed
 - How to select wine
 - No bake/cook cooking (what kind of equipment does one need)
 - Smoothie classes (what to add for what effect)
 - Singing group, centered around *Rise Up Singing*
 - Lyme Disease/ticks awareness

- Work with animal shelter to organize regular dog-walking parties
- Using oils for healing
- Work with Little Leagues to organize story times for siblings of sport participants stuck at the games
- The Health Department wants to do outreach –park health mobile at the library once per month?
- Libraries as passport centers
- Hold naturalization ceremonies at the library

Business Meeting

- Cab Vinton called the meeting to order at 11:03 a.m.
- Treasurer’s Report: Linda Hoelzel
 - March 9, 2016

| | |
|---------------------------------------|-------------|
| Savings – Current Balance | \$ 5.00 |
| Previous checking balance on 02/09/16 | \$ 2,487.34 |
| No activity from 02/09/16 – 03/08/16 | |
| Checking balance on 03/08/16 | \$ 2,487.34 |
 - April 13, 2016

| | |
|---|-------------|
| Savings – Current Balance | \$ 5.00 |
| Previous checking balance on 03/08/16 | \$ 2,487.34 |
| 04/13/16 – Check 1019 | \$ 40.00 |
| Hooksett Library – Reimburse for refreshments for READS Roundtable 03/31/16 | |
| Checking balance on 04/13/16 | \$ 2,447.34 |
 - Approval of March 9, 2016 and April 13, 2016 Treasurer’s Reports: Heather Rainier Motioned to approve. Kirsten Rundquist Corbett seconded the Motion. AIF.
- Secretary’s Report: Kirsten Rundquist Corbett
 - Approval of March 9, 2016 Minutes: Heather Rainier Motioned to approve the meeting minutes. Diane Heer seconded the Motion. AIF.
- Old Business:
 - There are now 8 towns involved in Community Stories project, based around Tim O’Brien’s *The Things They Carried*. The draft proposal that was sent to the NH Humanities Council was well-received.
 - READS Roundtables Thursday, March 31st 10 a.m. -12 p.m.
 - MHR co-hosted at Hooksett PL
 - The hosting went well
 - Upcoming meetings
 - May 11th @ Kimball Library in Atkinson: PLA report from Diane Heer: Measuring Outcomes
 - June 8th: Jessamyn West –topic still TBD
 - Please look at her website to see what topics are relevant: <http://jessamyn.com/>. If no other suggestions: tech training
- New Business
 - Michael York –NHSL
 - Ann Hoey is now handling senior affairs as well as youth
 - Working on a replacement for NHU-PAC
 - 6 responses to RFI
 - Request for capital allocation -\$750,000-\$1,000,000
 - 650 libraries in NHAIS
 - NHAIS local project expanding
 - NHSL is happy to host meetings
 - Continuing Education Committee to spend \$ on professional development titles?

- Hooksett PL approached to host Heroin Users Anonymous at the library
 - Safety issues?
 - Not private/anonymous
- Kimball Lib. staff addressed by police, told that library is a “soft target”
- Hooksett PL painted one wall with chalkboard paint in lobby
 - Very well received by all ages
 - No inappropriate content posted yet

Our main Circulation computer peripherals have been fluky. AdelXT recommended that I replace the surge protector with a new UPS, which may fix the problem. I installed the new UPS on Monday, April 18th.

The photocopier has gone from jamming occasionally (and more often with double-sided copies) to jamming every time a double-sided copy is made. A worker from Northern Business Machines came to look at the copier on Thursday, April 14th, and showed me the crumbled plastic parts that were responsible for this malfunction. He also noted the need for two other parts replacements. He ordered the necessary parts and will be back once they're in to install them. He asked if we wanted to consider a new copier. He looked at the date on the back, which is 2006. Ten years is a good life-span for a copier. I will look into the possibility of replacing it after seeing how it functions with the new parts. Update: a man came back on Tuesday, April 19th with parts, but they were the wrong parts. We can now make clear copies (no marks/lines through them), but won't be able to make double-sided copies again until the right part comes in.

Culligan came for (hopefully) one last time until our annual maintenance visit next year, on Monday, May 18th, to finally clean out our salt bin, as it was too full when they were here earlier in the year.

I attended a Protecting Patron Privacy program at Derry Public Library on Wednesday, April 20th, along with Trustee Stock.

- The First Amendment, interpreted, has been expanded to include the right of freedom to receive speech and information also.
- Choose Privacy week is May 1-7.
- ACLU NH
 - Privacy is protected by the Fourth Amendment.
 - What if the police demand records without a warrant or subpoena?
 - RSA 201-D:11
 - Explain that we are not obligated to make user records available.
 - If they are demanded anyways, do not physically interfere, but state that there is no consent, and it is being done against our wishes.
 - Contact municipal attorney and ACLU.
 - What if the Library receives a search warrant?
 - Can be executed immediately.
 - Should be signed by NH judge or magistrate, and not expired.
 - Should identify specific information.
 - We may ask officers to wait until Library/municipal counsel has the opportunity to examine it.
 - If officers refuse, we should examine it.
 - What if the Library receives a subpoena seeking records?
 - It does not require an immediate response.
 - It will be served in connection with a pending civil or criminal case.
 - Advanced judicial approval is not required.
 - Do not turn over documents immediately.
 - Refer it to counsel.
 - Counsel can determine whether there are grounds to file a motion to quash it.

- Only provide the information specifically requested –no more.
 - What if the Library receives an administrative subpoena seeking records?
 - From state agencies
 - If there is a gag order, may still seek legal counsel, but may not be able to consult Trustees. Check with counsel first, and they will tell us.
 - What if the Library receives a National Security Letter from the FBI?
 - It is an administrative subpoena issued by the FBI.
 - Can request only non-content information.
 - Transactional records (materials borrowed)
 - Phone #s dialed
 - Customer records from ISP
 - May disclose to staff necessary to produce the records.
 - Gag order may be challenged by counsel.
 - Example from MCL:

Confidentiality of Library Records Policy

The library’s circulation records and other records identifying the names of library users are confidential. (RSA 201-D:11)

The Trustees, Director or staff shall not make these records available to any agency of the state, federal or local government without consent or by subpoena, court order, or where otherwise required by statute.

Upon receipt of such process, order, or subpoena, the Library Director will consult with the City Solicitor to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

 - Contacts: devon@aclu-nh.org, gilles@aclu-nh.org
- Stephenson ML
 - Teen card (ages 13-17)
 - No parental consent
 - No fines
 - Total privacy
 - When staff follows policy, the Director will back them up. When they do not follow policy, they are on their own. If an interaction becomes contentious, pass it up to the Director.
 - Give speech on user confidentiality at time of card renewal.

I hosted the SNHLC meeting on Thursday, April 21st here in Sandown. We held the meeting one week early in order to have time to plan for the annual SNHLC meeting, which will take place on Monday, May 2nd at Plaistow PL.

I plan to attend one day of the New Hampshire School Library Media Association conference on Thursday, May 12th for free, as I am co-presenting the 2016 Flume Award titles and the 2015 winner.