



Sandown Public Library Trustees Meeting
Minutes for June 18, 2015 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:49pm.

Attendance

Trustees: Diana True, Carol Stafford (absent), Adrienne Skora, Pete Stock (via phone conference), Tina Owens
Director: Kirsten Corbett
Selectmen's Liaison: absent

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds: \$11 undesignated donations

Trustee Owens made a motion to accept the undesignated donations of \$11. Trustee Skora seconded the motion. The motion carried unanimously.

Approval of Minutes

May 21, 2015 minutes

The minutes were reviewed and corrected. Trustee True motioned to approve the minutes as corrected. Trustee Stock seconded, and the motion carried three in favor and one abstained.

News & Views of the Director

Circulation and Visits

Discussion ensued.

Programs & Announcements

Books to Movie discussion group is in the works for September. Cooperative wide genre book groups are in the works. Summer reading sign-ups start this weekend. There is a new bingo card contest for adults.

The Director's report is attached to these minutes. Discussion ensued.

Old Business

- Fines Expenditure
 - Tablets for Children's Room
 - Security settings configured by Director Corbett
 - Apps selected and installed by Director Corbett
 - They are a hit, with kids using them as soon as I put them out!
 - Movie System
 - Contacted multiple local companies about installation.

IP Range - Internal	9	10	9	24	3	0	0	0
URL -External	1	1	1	19	2	0	0	0
Total	10	11	10	43	5	0	0	0

- Holiday Schedule
 - Old Home Day dates announced
 - Old Home Day –August 8
 - Road race -8:30 a.m.
 - Barbecue at Fire Station
 - Old Home Day Fall Festival –September 12
 - Parade –all near Rec. & police station
 - Vendors –all near Rec.
 - Staff Feedback –Reach the Beach is more difficult to navigate than Old Home Day
 - Trustee Owens motioned to make the following change to the holiday policy: Due to changes made by the Old Home Committee, the holiday policy will reflect one floater Saturday to accommodate Old Home Day or Reach the Beach. Trustee Stock seconded the motion. The motion carried unanimously.
- Policy
 - Tabled.
- Library Needs Assessment
 - Tabled

New Business

- Summer Reading
 - Discussion ensued

Next Friends Meeting

- Monday, July 20, 2015 @ 6:30 p.m.

Next Business Meetings

- Thursday, July 30, 2015 @ 6:45 p.m.

Trustee Owens motioned to adjourn the meeting at 8:39pm. Trustee True seconded, and the motion carried unanimously.

Respectively submitted by Adrienne Skora, Secretary

Library Director's Report
June 18, 2015

Youth Services Director Jen Bryant visited the Kimball Library on May 28th to collaborate with the youth services librarians in the school district to create a presentation for the schools. Assistant Director/Cataloger Cathy Hassard also went to Kimball, to work with the Kimball Library cataloger.

The iPads in the Children's Room were configured and installed on Monday, June 1st. They were an immediate hit, with children gravitating toward them! As different apps will only work in portrait or landscape modes, I've rotated the security mounts so that there is one portrait and one landscape iPad on each side of the room. We've color-coordinated the iPads with their mounts so that it's clear which tablets go where, as there are different age-appropriate security levels installed, depending on the age of the audience.

Assistant Director/Cataloger Cathy Hassard and Library Technician Sue Kehoe attended the first session of a two-session class on cataloging, good for credit toward paraprofessional certification, on June 2nd. This was a good refresher for Cathy, and a quick-and-dirty training for Sue, who does minimal cataloging in the course of her Interlibrary Loan duties. They will attend the second session on June 16th.

I attended a Joint Loss Management Committee meeting on June 3rd. We discussed the department self-inspection checklists that have been turned in so far. We also discussed evacuation plans. We will meet again in September, and do a site visit at that time.

Mrs. Conte's and Mrs. Douglass' classes visited the library on Thursday, June 4th. Mrs. Gilman's class visited on Wednesday, June 10th. YSD Bryant gave them a tour of the library, and many of the children checked out materials.

We had our carpets cleaned on Friday, June 5th. From here on out, we will have the carpets cleaned in the spring, after all of the sand and salt of winter, instead of in the fall.

Our database trials for both America's News and AtoZ began on May 1st. AtoZ was only for one month. America's News will continue until the end of this month.

Sue and I decided to discontinue the McAuliffe-Shepherd Discovery Center passes, due to lack of use.

I attended the Merri-Hill-Rock meeting at the Plaistow Public Library on Wednesday, June 10th. We had a presentation from Sarah Coletti, who does marketing for Uno's. She talked about using social media to its fullest, concentrating mostly on Facebook.

- Check out The Social Media Revolution 2015 for frightening statistics on social media use: <https://www.youtube.com/watch?v=0eUeL3n7fDs>
- Social media is not a primary goal, but an extension of the library and an opportunity to listen to our patrons.
- Commit 2-5 hours per week and shoot for 5-10 posts per week.
- Use Facebook Insights to find out when and how we're reaching our audience, plus who we really are reaching.
- Posts can be scheduled in advance on Facebook, so we can get a bunch done and parse them out.
- We must have a social media policy and adhere to it.

Next meeting: September 9th.

I learned that the medical alarm that took place on Sunday, June 7th was due to a misunderstanding of the function of the medical alert button.

We had a staff meeting on Friday, June 12th to discuss the Summer Reading Program.

- Teens may enter into a contest to take pictures around town with everyday objects transformed by the addition of googly eyes. I will look into Instagram to see if we had an Instagram page, if others could post to it. (I believe that is the case.)
- 100 minutes of reading = one Infinity Stone (coin) to spend in the Fortress of Findings at the end of the Summer Reading Program.
- Sign-ups begin Saturday, June 20th.
 - Children who sign up will be given keychains or rubber bracelets and a raffle ticket.
- The Friends of the Sandown Public Library will kick off our Summer Reading Program on June 24th with an Ice Cream Jubilee -1:30-3, 6:30-7:30.
- June 30th 2:30 Eli will do a stop-motion film program
- July 7th 11:00 Bryson Lane at Town Hall in conjunction with the Recreation Department
- July 14th 10:00 Keith Munslow (scheduled to allow the Rec. kids to come)
- July 22nd 4:00 Jay Piscopo will offer a comic book workshop at Town Hall
- July 30th 4:30 Children's Museum program
- On Tuesdays in July: Stupendous Science with Miss Bea
- The Violettes will probably do a science program; Jen is waiting for confirmation.
- One Thursday evening per month will be Throwback Thursday, featuring an 80s movie, starting with *The Princess Bride*.
- Tuesday mornings are Toddler Tuesdays.
- Wednesday mornings will feature a drop-in craft.
- Thursday mornings will continue with Preschool Storytime.
- The first 50 kids to reach 200 minutes will earn a free ice cream cone, donated by Bre's.
- For every 100 minutes read, kids can earn an Uno's gift certificate (assuming that Uno's donates again, which, when I met Sarah Coletti at MHR, she confirmed, was the plan).
- The big contest of the year will be:
 - Younger kids: create a hero with a backstory / origin
 - Older kids: create a comic book or strip
- Weekly teen raffles for tickets (to Canobie Lake, etc.), iTunes cards, Bre's cards, movie tickets, laser tag passes.
- I am working on a Bingo card for adult readers to earn extra raffle tickets.

I spoke with Town Administrator Blaisdell regarding the Board's feedback on landscaping and possible removal of trees and shrubs outside of the library.

We finally received our filler shelving, expanding shelving in the Audiobook, DVD, and Reference sections.

I attended the SNHLC meeting in Plaistow on Thursday, June 18th.

- Credit/debit payments through catalog for fines (online & in person). Diane will follow up with Bywater.
- They both liked the idea of genre book groups across the cooperative.
- Diane, Judy, and Brianna are trying to find a day/time that works for all three to meet to work together on programming.
- Cab has agreed to act as Chair of MHR, and Diane and I have agreed to be a part of the programming committee, for the next year.

I plan to take a week's vacation from June 26th to July 5th.