



*Sandown Public Library Trustees Meeting*  
**Minutes for July 30, 2015 at 6:45 PM @ Sandown Public Library**

**Call to Order**

Meeting called to order at 6:51pm.

**Attendance**

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

**Pledge of Allegiance**

**Finance Report**

Financial Reports submitted by Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds: \$10.50 undesignated donation

Trustee Owens made a motion to accept the undesignated donation of \$10.50. Trustee True seconded the motion. The motion carried unanimously.

**Approval of Minutes**

June 18, 2015 minutes

The minutes were reviewed and corrected. Trustee Owens motioned to approve the minutes as corrected.

Trustee Skora seconded, and the motion carried three in favor and one abstained.

**News & Views of the Director**

Circulation and Visits

Circulation and visits have increased. There was a 9% increase in circulations and visits over June 2014.

Programs & Announcements

Discussion ensued. Summer programming is being well received by the community with good attendance.

**Old Business**

- Databases
  - Results from NewsBank
- Summer Reading
  - Program is doing well.

**New Business**

- Database: BiblioBoard
  - Discussion ensued.
- Policy
  - Dress Code
    - Suggestions were made. Director will submit a policy for signature at the August meeting.

**Closed Session**

- Hiring

Trustee Owens motioned to go into closed session at 7:59pm. Trustee True seconded the motion. Roll Call: Trustees True, Owens, Skora and Stafford. Director Corbett has been invited. Motion carried unanimously. Trustee Owens motioned to leave closed session at 8:30 pm. Trustee True seconded the motion. Motion carried unanimously. Trustee Owens motioned to seal minutes. Trustee True seconded the motion. Motion carried unanimously.

Trustee Owens motioned to adjourned the meeting at 8:39pm. Trustee True seconded the motion. Motion carried unanimously.

**Next Friends Meeting**

- Monday, August 31, 2015 @ 6:30 p.m.

**Next Business Meetings**

- Thursday, August 20, 2015 @ 6:45 p.m.

**Important Dates**

- Tuesday, October 13, 2015: Budget due to Selectmen
- Monday, October 19, 2015 @ 7:10 p.m.: Meet with Selectmen
- Wednesday, November 4, 2015 @ 7:30 p.m.: Meet with Budget Committee

Respectively submitted by Adrienne Skora, Secretary

Library Director's Report  
July 30, 2015

The Summer Reading Program kicked off with sign-ups beginning on June 20<sup>th</sup> and an Ice Cream Jubilee provided by the Friends of the Sandown Public Library on June 24<sup>th</sup>!

I submitted a Self-Inspection Building Checklist for the library to the Joint Loss Management Committee.

There was a vote within the New Hampshire Downloadable Book Consortium on whether or not to continue to offer Nook Periodicals. I voted yes. (We have circulated 89 downloadable periodicals since NHDB began offering them earlier this year, as compared with 73 at Kimball Library and 85 at Plaistow PL.) Circulation is not huge, as compared with the downloadable e-books and audiobooks, but it is a new service.

There was a follow-up vote as follows:

Are you in favor of budgeting \$16,000 for the Nook Periodicals platform fee of \$10,000.00 and a content fee of \$6,000.00 be divided equally amongst all NHDB participating libraries resulting in a total fee per library of \$80.00?

75% shall go toward funding core collection subscriptions and 25% shall go into reserve for additional periodical purchases as mandated by use and overseen by the selection committee members.

I voted yes on that question as well. The motion passed: 84 libraries in favor, 10 against.

I borrowed this Web content idea from Plaistow PL:

Have an idea for a program or event @ the Library?

**Let us know!**

Our community is full of fascinating individuals and we love sharing them with the rest of our patrons.

Are you, or do you know, someone who can:

- Present a great talk?
- Share a particular skill, experience, or bit of knowledge?
- Keep an audience entertained for an hour or so?

If so, get in touch with one or both of our program coordinators and let's see how we might work together!

Drop in or call us at 887-3428 and ask to speak with:

Judy LaPorte (adults) -- [jlaporte@sandownlibrary.us](mailto:jlaporte@sandownlibrary.us)

Jen Bryant (kids & teens) -- [jbryant@sandownlibrary.us](mailto:jbryant@sandownlibrary.us)

It's now on our "Contact Us" Webpage.

Program Coordinator Judy LaPorte has accepted a full-time position at the school. Her last day at the library will be August 25<sup>th</sup>. I have posted her position on our Website, on the NHAIS listserv, on the NH Library Jobline blog: <http://nhlibraryjobline.blogspot.com>, on <https://indeed.com> (pay-per-click, though, so don't click!), and in the library foyer. We have four applicants so far.

On Tuesday, July 14<sup>th</sup>, we received an alert from the alarm monitoring company that their ping had failed to go through. This happens more often than we'd like, as the line that they ping is the same as our fax line, so if we're sending or receiving a fax at the time that they do ping us, both the fax and the ping fails. Normally, they call us at the library to let us know, and that's the end of it. This time, even though Cathy answered the call, they proceeded down the list of phone numbers, and notified many of the Trustees and me. I have contacted

Granite State Communications to find out how much an additional incoming-only telephone line would cost. There is a \$39 installation fee, plus \$46.17 per month. I spoke with someone at East Coast Security, who said that he'd pass along our request to Central Alarm Monitoring to not ping us during open hours, and also said he'd have someone call me back to discuss why they called everyone on their notification list.

On Tuesday, July 14<sup>th</sup>, the vents in the back half of the library stopped working, though the front was fine, and the main wall vent was still running (or not, when it was turned off). I changed the filter, and everything started working again. Crisis averted for less than \$5!

Ebsco has informed us that Searchasaurus, Kids Search, and Student Research Center will be discontinued in January of 2016. They are now offering Explora, which is meant to be the new user interface for public and school libraries.

I attended the Friends of the Sandown Public Library meeting on Monday, July 20<sup>th</sup>.

- Reach the Beach
  - A captain is needed. They asked Paula, which means that the Friends will earn \$550 instead of \$400. Tricia will run the kitchen while Paula is acting as captain.
  - Volunteers need to sign up individually, as opposed to Paula signing everyone up as in the past: <https://my.ragnarrelay.com/registerVolunteer.php?race=ragnar-beach-2015-reach-the-beach&gi=380&gh=bf915ec8311d5a11e3d1a5cc5eac7dfb> . I emailed Friends members the link.
- Fall Festival –September 12<sup>th</sup>
  - The Friends will sell Zombie scarecrow heads with body frames for \$20 each.
    - The zombies will be on display from October 1<sup>st</sup> through November 2<sup>nd</sup>.
    - A map/list of participant addresses will be available at the library.
    - Voting will be done at the library by October 24<sup>th</sup>.
    - We will have pictures of the zombies around town on display in our display case for the month of October.
    - The winner will get his/her name on a plaque that we will mount at the library, with a picture of the winning zombie, and will add to each year.
  - Made-in-NH basket raffle. Tickets on sale now. Drawing at Fall Festival.
- Parade of Baskets raffle –the lottery basket winner won \$25, which he used to buy more tickets, and won \$100!
- Approved purchasing Butterfly Place passes for \$325.
- Approved funding a Songs of World War II –Wartime Songs and their Stories You Didn't Know program from "Ramblin' Richard." The Friends asked if we could try to find a handicapped accessible venue, so that all interested could attend. Judy will investigate.
- Dottie will not be able to make reminder phone calls for Friends meetings anymore, so Mary will take over.
- Next meeting: Monday, August 31<sup>st</sup>. Will discuss Reach-the-Beach and Fall Festival.

We have had 11 Launchpads (the preloaded tablets for kids) circulating since July 8<sup>th</sup>. As of July 22<sup>nd</sup>, exactly two weeks later, we have already had 15 checkouts, with two currently on hold for other patrons! They are a hit, and have already made several road trips more bearable!

I have activated our new credit card, which we have obtained through the Town of Sandown. I am working on converting our automatic payments from our debit card to our new credit card, as auto-payment statements come in. This will be a more secure method of payment. The billing period ends on the 30<sup>th</sup> of each month. In a month in which the library card has been used, Finance Director will notify me when the bill is available for payment.

We are changing the location of our barcodes on items for which it's important to verify the contents, such as DVDs, audiobooks, and CDs. The barcode will now be on the inside of the case, so that staff is more likely to check the contents before checking in or out.

We are also changing our procedure for new materials: Cathy will catalog them as per usual, but instead of checking them in to trigger holds and make sure that the status no longer says on order, and then putting them on our shelf for the pages to process, she will put them on the shelf after cataloging, and after the pages process them, they will check them in, so that we do not have folks coming in, having received automatic e-mail notification of an arrived hold, asking for titles that are not ready for circulation.

I will attend the SNHLC meeting in Atkinson on Thursday, August 20<sup>th</sup>.