



*Sandown Public Library Trustees Meeting*  
**Minutes for August 17, 2016 at 7 PM @ Sandown Public Library**

**Call to Order**

Meeting called to order at 7:03 p.m.

**Attendance**

Trustees: Diana True, Carol Fournier, Adrienne Skora, Pete Stock (via skype), 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

**Approval of Minutes**

July 21, 2016 minutes

- The July 21, 2016 minutes were reviewed. Trustee Stock motioned to approve the minutes as corrected. Trustee Fournier seconded, and the motion carried unanimously.

**News & Views of the Director**

Circulation and Visits

- Circulation and visits are up.

Programs & Announcements

- Programming is doing well.

Director's report is attached.

**Old Business**

- Policy
  - Tabled until October meeting.
- Databases: NewsBank
  - Trustee True made a motion to approve an annual subscription to NewsBank for \$742. Trustee Fournier seconded the motion. The motion carried four in approval, 1 abstained.

**New Business**

- Budget
  - Discussion ensued.
- Technology Plan: 2016 Computer Purchases: \$1149.12 each, for a total of \$2298.24. Approval needed for budgeted expenditure (\$2600 allotted in budget line).

- Trustee Owens made a motion for the Trustees to approve the expenditure of no more than \$2600 for the purchases of computers. Trustee Stock seconded the motion, and the motion carried unanimously.
- Water Heater - >\$400 to repair, \$649 to replace.
  - Trustee Owens made a motion for the Trustees to approve an expenditure not to exceed \$1200 to replace hot water system. Trustee Fournier seconded the motion, and the motion carried unanimously.
- Trustee-Staff Meeting Agenda

### **Adjournment**

- Trustee Skora made a motion to adjourn at 10:13 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously

### **Next Friends Meeting**

- Monday, August 29, 2016 @ 6:30 p.m. (Reach-the-Beach planning meeting)
- Monday, September 26, 2016 @ 6:30 p.m.

### **Next Business Meetings**

- Thursday, September 15, 2016 @ 7:00 p.m.

### **Dates of Note**

- Tuesday, October 11, 2016: Budget due to Selectmen
- Monday, October 17, 2016 @ 7:10 p.m.: Budget meeting with Selectmen
- Wednesday, November 2, 2016 @ 7:30 p.m.: Budget meeting with Budget Committee

Respectfully submitted by  
Adrienne Skora, Secretary

Library Director's Report  
August 17, 2016

I attended the Friends of the Library meeting on Monday, July 25<sup>th</sup>.

- Served 108 people at Ice Cream Social
- Gift basket winners were grateful, and super appreciative of the Library and Library Staff!
- Fall Festival (9/10)
  - \$15 for booth
  - NH Basket raffle –Paula will put together
  - Two Art Honor Society members volunteered to do face-painting at booth.
    - Paula will follow up –allowed?, covered w/out extra insurance?, alternatives?
  - Zombies
    - Start selling 9/6 @ Library. Save 20 to sell at OHDFD
    - Only \$10 for past participants if they reuse their zombie, but want to be part of the tour/contest
- Reach the Beach
- Planning meeting 8/29 @6:30, next regular meeting 9/26 @6:30.

New Hampshire Downloadable Books: (from Bobbi Slossar, NHSL Technology Resources Librarian)

- “OverDrive is discontinuing their relationship with Barnes & Noble. **The titles we have in the collection will be usable until they expire.** We purchased new titles in January 2016 and renewed the original 27 expiring copies in March 2016. We will receive \$5833 for the platform fee in credit sometime in August. No additional magazine titles or copies will be available to purchase after one week from now. (If we want additional copies or titles, they must be purchased next week.)
- “OverDrive is in contact with various magazine publishers to develop their own digital magazine service. They have done some testing and said that the PDFs of the magazines are already functioning properly in the OverDrive app and would only require the OverDrive app to work correctly. (However, she also mentioned that it would be an OverDrive Read-style format for magazines, so I am not completely sure how it would work.) I asked about removing the platform fee and the cost of the content. Our new content rep did not have any firm answers, but assured me that the cost of the platform fee would be “significantly less.” She did not comment about magazine content prices. She was not able to give me a timeline on the roll-out of the new magazine format. I did state that we desperately wish for the Time, People, etc. titles and Consumer Reports. (We can dream, right?)
- “We discussed the “Advantage Plus” program (where Advantage titles purchased by Advantage libraries after 12 months are added to the main NHDB collection). At this time, the program is very restrictive and offers no flexibility on time or selection of titles. Kristin would like to hear what our member Advantage librarians think about this. It would be helpful to our rep to pass along your comments to OverDrive’s development team! I have created a [shared Google Doc](#) for you to add your comments. Please include your name, title, and library to your comment. Consider discussing the need to be able to select the titles you want to send to the main NHDB collection.
- “Starting next week, patrons who visit the <http://nh.lib.overdrive.com> will be automatically redirected to <https://nh.overdrive.com/>. However, the old site can still be found until mid-August by clicking a link provided at the bottom of the new site.
- The following Motions were on the floor, proposed by Cara Barlow (Derry PL), seconded by Carl Heidenblad (Nesmith Lib.):
  - First motion:
    - I move that there be a vote of the NHDB participants asking:
      - A. Should the remaining 2016 magazine money be folded into the 2016 budget?

- B. Should the remaining 2016 magazine money be credited towards each participating library's 2017 fee?
- Result:
  - Later this month there will be a \$5833 credit applied to the NHDB account from the March payment for the Nook Periodicals platform. What should happen with this credit?
    - 35 votes to apply the credit the member libraries' 2017 fees.
    - 58 votes to fold the credit into the current budget to use in purchasing eBooks and audiobooks
  - **The credit of \$5833 will be added to the 2016 budget and will be spent this year to purchase eBooks and audiobooks.**
- Second motion:
  - I move that there should be a vote of the NHDB participants asking:
    - A. Should we should budget in 2017 \$80/library for a possible Overdrive magazine product that we haven't seen and don't have prices or a rollout date on?
    - B. Should we wait to budget money for an Overdrive magazine product until after we see it and are told the costs and when it will be available?
  - Result:
    - As the Nook Periodicals will not be offered in 2017, should member libraries continue to budget for the new magazine format that is under development, but unseen by the members?
      - 18 votes to not budget \$80 for a future digital magazine product.
      - 75 votes to continue to budget \$80 for a future digital magazine product.
    - **\$80 will be collected from each library, as shown in the 2017 fee schedule and held for a future digital magazine product.**

The SNHLC monthly meeting on Thursday, July 28<sup>th</sup> was cancelled. I will attend the next one on Thursday, August 25<sup>th</sup>.

We had our fire extinguishers inspected. Two were recharged.

I attended the Community Stories meeting at the Plaistow Public Library on Tuesday, August 2<sup>nd</sup>.

- Timberlane -Helicopter 11-1. Sending out invites this week. Remarks @ 11:15.
- Alice will send out Veterans' Service Fair info.
- Next meeting: Tuesday, 8/16 @ 11 @ Kimball Library
- Alice looking for FoL donations for food for Service Fair @ PAC.
- Send Brianna links for program sign-ups (click on event in public Insight calendar & copy & paste url from the pop-up).
- Zorvinos Wine & Read 10/19 - Amy Friedman (Hudson) & Natalie Ducharme (Salem); 11/2 - Tricia Thomas & Alice Major
- Alicia @ Carriage Town -front page article, 9/8 edition -still send press release w/all lib events
- Janet (Hampstead) working w/Penny @ Tri-Town. Will write up story, including us. Still send press release w/all library events

I missed the beginning of the meeting, due to a date change and lack of coverage in the library. The group discussed the grant money distribution before I got there. I will attend the next meeting on August 16<sup>th</sup>.

We had a staff meeting on Friday, August 5<sup>th</sup>. The next one will be when we close at 7:00 p.m. for a joint staff-trustee meeting on Tuesday, August 30<sup>th</sup>.

- Patron Privacy Brush-Up
  - Holds –Please place hold slips in materials so that the patron’s name is not sticking out for all to see.
  - Card renewals –When confirming address and phone number, ask patron to confirm; don’t supply information. If they are sensitive about saying it out loud, the onus is on them to write it down on scrap paper; if they don’t care, they’ll say it, and not just say that nothing’s changed.
- Safety & Security
  - Two staff members at desk
  - Do not open library until two staff members are in building
  - Cash Drawer Procedures
  - Walking with Scissors
    - Hold sharp end closed in hand, with hand pointing down
- Koha
  - Renew All Function
    - ILL patrons getting short shrift –using the renew all function could shorten the borrowing time of ILL materials.
    - Please do not use the renew all function –check each item individually, then renew selected materials, to avoid issues.
  - Auto-Renewal enabled for staff –feedback?
- A/C
  - Open: turn from off to cool –check temperature.
  - Close: turn from cool to off –do not adjust temperature or press any of the buttons.
- Hours Available:
- Upcoming Events
  - Staff meeting: Tuesday, August 30<sup>th</sup>, 7 p.m. – 8 p.m. (Closing @ 7 p.m.)
  - Old Home Day: Saturday, September 10<sup>th</sup> (Opening @ 10 a.m.)
  - Reach the Beach: Saturday, September 17<sup>th</sup> (Closed)
  - Community Stories: September 16<sup>th</sup> – November 12<sup>th</sup>.
- Future Staff Meeting Structure
  - Each staff member will choose a library service (within library, database, etc.) to become an expert on, then present to the rest of the staff. Service choice due by August 31<sup>st</sup> (first come, first choice!), then Kirsten will schedule out staff meeting topics and presenters.
  - Request for State Technology Librarian Bobbi Slossar to come do a class for us. Let Kirsten know if there’s a specific topic you’d like to learn more about from her.

Our hot water heater went on the fritz on Wednesday, August 10<sup>th</sup>. Colonial Heating & Plumbing came to check it out. They suspect the thermostat (new in January of 2016) and the heating coil. They also noted that it is leaking. While here, they reset the system (which I’d done, to no avail, before calling them). The first time, the hot water came back, but only lasted about four minutes. They tried it again before leaving. The plan was to order parts and schedule a repair. They hoped to be able to tell me more once they take it apart. I received a follow-up phone call on Thursday, August 11<sup>th</sup> from Don, letting me know that the pricing for all of the necessary parts was \$400 because the system is so old. At that time, he informed me that replacing the system altogether would cost \$649. I informed him that the last system reset that his team did before leaving seems to have stuck, so, for the time being, we were all set, but I also let him know that that sort of expenditure would need Board approval. It is on the agenda for this month.

SPL was chosen for the “Hannaford Helps” Reusable Bag Program for September!

Bookkeeper Sarcione informed me that the NHRS rejected our last submission, apparently due to my name, which hasn’t changed in the nearly three years that I’ve been here. She resubmitted it.

I plan to be on vacation the first week of September.

Respectfully submitted by  
Kirsten Rundquist Corbett  
Sandown Public Library Director