



*Sandown Public Library Trustees Meeting*  
**Minutes for August 20, 2015 at 6:45 PM @ Sandown Public Library**

**Call to Order**

Meeting called to order at 6:44pm.

**Attendance**

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione

**Pledge of Allegiance**

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

Discussion ensued.

**Approval of Minutes**

The July 30, 2015 minutes were reviewed and corrected. Trustee Owens motioned to approve the minutes as corrected. Trustee Stafford seconded, and the motion carried five in favor and one abstained.

**News & Views of the Director**

Circulation and Visits

Circulation and visits have increased over last month.

Programs & Announcements

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

**Old Business**

- Database
  - BiblioBoardDiscussion ensued.
- Policy
  - Dress CodeDirector Corbett submitted an employee dressed code policy. Trustees approved and signed the policy.

**New Business**

- New computers –Director Corbett is seeking approval for the purchase of two replacement computers for up to \$1100 per computer. The budget line for hardware replacement is two computers at \$1100 each, with peripherals for a total line item of \$2600. Trustee Owens approved the motion for the purchase of two replacement computers, not to exceed \$2600. Trustee True seconded. Motion carried unanimously.

- Budget  
Discussion ensued.

### **Closed Session**

- Hiring

Trustee Owens motioned to go into closed session at 8:18. Trustee True seconded the motion. Roll Call: Trustees True, Owens, Skora, Stock 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 Stock seconded the motion. Motion carried unanimously.

Trustee Owens motioned to adjourn the meeting at 9:08pm. Trustee Stafford seconded the motion. Motion carried unanimously

### **Next Friends Meeting**

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

### **Next Business Meetings**

- Thursday, September 24, 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  
August 20, 2015

We are now live on Twitter! <https://twitter.com/SandownLibNH> @SandownLibNH. I have configured Wowbrary to automatically tweet every week and Facebook feeds in directly.

We have a public trial for BiblioBoard until August 29<sup>th</sup>. <https://library.biblioboard.com/> Username: sandownlibrary Password: welcome1

Tumblebooks has switched to an authentication system:

With this system in place, your patrons can still easily access TumbleBooks from their homes. The new URL I am sending you is a specially encrypted referred URL which will require your remote patrons to enter their library card number the first time they log in. As long as they have their cookies enabled, they will only have to enter the card number once. Every subsequent login will give them direct access to the collection without having to enter their card number.

Because we have your internal IP addresses, your patrons from within the library building will never have to use a library card.

I've replaced all of the old Tumblebooks urls on our website with the new ones.

Library Websites, which we use, changed servers. The way in which we post to our Website has changed a bit, and is taking some getting used to. One issue with the change was a lack of communication between Library Insight and our homepage programs listings. I contacted Steve at Insight and Dale at Library Websites, and they worked it out between the two of them. We did not have programs listed on our homepage for at least two days. Another issue that I've come across is the way in which I access our website statistics. I contacted Dale again when the user name that we've been using all along came up invalid. He created a new one for me.

We had three applicants for the Library Page position, which will soon be vacated by Holly Salois, who is heading off to college. I conducted two interviews (the third applicant withdrew her application). Our new Page is Coryn Abood, a junior at Timberlane. Her first day was Thursday, August 13<sup>th</sup>, so she could shadow Holly for her first shift.

We have eleven applicants for the Public Relations and Program Coordinator position. (There were 274 views on Indeed.com!) Judy's last day at the library will be August 25<sup>th</sup>. On that last day, she and the Program Coordinators from Kimball and Plaistow libraries will meet to discuss cooperative programming. Tricia Thomas, our current Early Childhood Literacy Teacher, will also attend this meeting, so that Sandown is represented by both a staff member with programming experience, as well as one who will still be here when we attempt to carry out the plans that are made at the meeting. I have invited seven of the eleven applicants in for an interview. Interviews for this position began on August 17<sup>th</sup>.

The SNHLC meeting in Atkinson was postponed until Thursday, August 27<sup>th</sup>. I will attend then.

I will attend the Friends of the Sandown Public Library meeting on Monday, August 31<sup>st</sup>.

I plan to be away from the library on vacation the week of Labor Day (September 4-13).