



Sandown Public Library Trustees Meeting
Minutes for September 29, 2015 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting called to order at 6:44pm

Attendance

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Bookkeeper: Patricia Sarcione (absent)

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds: \$24.55 donations: The motion to accept the funds of \$24.55 was made by Trustee True. Motion was seconded by Trustee Owens, and the motion carried unanimously.

Approval of Minutes

August 20, 2015 minutes

The August 20, 2015 minutes were reviewed and corrected. Trustee Owens motioned to approve the minutes as corrected. Trustee Stock seconded, and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Circulation and visits have increased over August 2014.

Programs & Announcements

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

Old Business

- New computers on order
- Budget
- Fines \$ Expenditure
 - Go forward with the A/V project with the only vendor who actually followed up after coming in to do an estimate?
 - Anywhere Audio: Came in on April 15, provided estimate of \$850 on 4/19/15, not including screen.
 - AIS: Came in April 30, but never provided estimate, with several attempts by Director to garner one
 - Adtech: Came in on June 25, but never provided estimate, with several attempts by Director to garner one

- Replacement Computer for Director –approved in theory at last meeting. Approval for \$1017 expenditure from Fines \$?

Trustee Owens motioned for the Director to spend no more than \$2000 for the replacement of A/V equipment. Trustee Stock seconded the motion, and the motion carried unanimously.

Trustee Owens motioned for the Director to spend no more than \$1500 for the replacement computer for the Director. Trustee True seconded the motion. The motion carried unanimously.

- BiblioBoard Database
 - 28 uses during August trial
 - Pricing:
 - Just Sandown: \$1100 annually
 - SNHLC: \$2150 annually, which means \$717 for each library, assuming the cost is split evenly.

Trustee Stock motioned for the Director to spend no more than \$1100 for the purchase of BiblioBoard Database. Trustee Owens seconded the motion. The motion carried unanimously.

New Business

- Auditor Feedback
Discussion ensued.
- New Contract for Bookkeeper
- Lower maximum holds possible for one patron at one time from 50 to 25 or 30?
Discussion ensued.
- Local Author of Religious-Themed Book
 - Local Author –great idea for a program or Religion –not appropriate for the library?
Discussion ensued.
- Additional Story Time Needed
 - Our toddler story time has become unwieldy. There are regularly ~eleven toddlers there with their caregivers. Tricia finds corralling that many little ones at a time to be less than conducive to a good session. She has noticed two distinct groups, though; she'd like to split off and do a grandparents group. Both sessions would be on Tuesdays, one after the other, with exactly the same themes and prep work. According to Tricia's notes, there are 24 toddlers who come with their mothers/nanny's and 10 who come with their grandparents.

Closed Session

- Hours –one more hour for Tricia to do an extra toddler story time?

Trustee Owens motioned to go into closed session at 8:13. Trustee Skora seconded the motion. Roll Call: Trustees True, Owens, Skora, Stock. Trustee. Director Corbett has been invited. Motion carried unanimously.

Trustee Stock motioned to leave closed session at 8:28 pm. Trustee Owens seconded the motion. Motion carried unanimously. Trustee Stock motioned to seal minutes. Trustee Owens seconded the motion. Motion carried unanimously.

Trustee Stock motioned to adjourn the meeting at 8:38pm. Trustee Skora seconded the motion. Motion carried unanimously

Next Friends Meeting

- Monday, December 7, 2015 @ 6:00 p.m.

Next Business Meetings

- Thursday, October 22, 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
September 24, 2015

We had eleven applicants for the Public Relations and Program Coordinator position. (There were 274 views on Indeed.com!) I invited seven of the eleven applicants in for an interview. I conducted three interviews. Our current Early Childhood Literacy Teacher, Tricia Thomas, has accepted this second position and has hit the ground running, already planning programs into December!

We drew two winners for our Adult Summer Reading Program. Jill Kimmins and Jennifer Ward each won a certificate for dinner for two at The Quills restaurant, donated by the SNHU Culinary Arts Program. We had 22 participants with 118 entries, which were earned for each book read or by completing rows/columns on the bonus bingo card, during the summer reading period.

We had the public trial for BiblioBoard extended until September 12th. <https://library.biblioboard.com/>
Username: sandownlibrary Password: welcome1

The Friends drew one winning name for the Made-in-NH basket raffle after the Fall Festival: Kim Cochrane. The Friends also began selling zombie kits for the new Zombie Walk. Chester has their scarecrows, now Sandown has their zombies. Folks are coming into the library asking to purchase them!

I returned from vacation to find that one of our iPads was disabled, presumably from kids entering the wrong password too many times. I'm not sure at what point, while I was gone, it got that way. I restored it, and have re-set it up. This time, if it happens again, it will have already synced with iTunes on my computer, and the process will be easier. I have reconfigured everything that I can find suggested as a solution to battery power. None of the iPads consistently charges at night, or holds its charge through an entire day. We are still troubleshooting, though my next step will be to talk to the folks at the Apple store.

There was a New Hampshire Downloadable Books Consortium vote:

Should the Nashua Public Library be assessed for the annual NHDB costs by using the current formula applied to other consortium libraries instead of \$0.50 per checkout?

Originally, both Manchester and Nashua were assessed per checkout, to alleviate the strain of a large population with lower usage. At this point, while Manchester still has that problem, Nashua's usage has caught up with its population. I voted yes. The official ballot results are 55:1. Nashua will be assessed for NHDB costs using the same formula applied to other consortium libraries.

The feedback from the Friends regarding being closed for Reach the Beach on Saturday, September 19th is that it was probably a good thing safety-wise. The Reach the Beach group did not opt to hire traffic police for any of the stops, and, thus, SPL FoL President Paula Bonin spent much of her time directing traffic, and said that it was pretty dangerous. Additional library traffic would have made a dangerous situation worse.

The program that we had with Ramblin' Richard at the Rec. building was a success, with 23 attendees. Chris Paul, from TTT was there to cover it, too. This was Tricia's first real program, though it was scheduled in advance by Judy before she left. Tricia is considering having him come back to do a Christmas program, and will ask the Friends if they're willing to support that program, too

Our septic tank was pumped on Wednesday, September 23rd. Mike Devine informed me that they would be by to do some landscaping work this fall after they finish the Fremont Road project. They did prune back the crab apple tree so it no longer overhangs the path into the library.

I spoke with a "genius" at the Apple store regarding our issues with our iPads in the Children's room charging sporadically, and sometimes dying early in the day. He recommended that I make four appointments (one for

each device) at the Genius Bar. I have appointments on Friday, October 2nd, as the iPads won't be missed on a day that we're closed.

Police Chief Gordon tested our panic buttons on Thursday, September 24th.

We hosted the SNHLC meeting on September 24th. Alice Major, Cab's new assistant, joined us.

- Lower maximum holds allowed from 50 to 25 or 30 per patron at one time?
- BiblioBoard
 - Approach local artists, authors, etc. and talk up program before beginning, so we go live, we can already have the database seeded with local works
 - Start in January, so there's time to do above?
- Programming
 - Diane is looking into a grant for a Big Read program for the cooperative.
 - The grant will cover publicity, \$ toward books. Event \$ not provided.
 - Diane would also like to do a round robin of events on photography.
 - Now that I've hired Tricia, Diane will work with her and Brianna to go forward with cooperative program planning.

Next meeting: October 15th at Plaistow PL.

I will attend the Friends of the Sandown Public Library meeting on Monday, September 28th.

The New England Library Association Conference is being held in Manchester from Sunday, October 25th through Tuesday, October 27th. I will attend all three days. Assistant Director Hassard and Library Technician Kehoe are both registered for Tuesday.