



Sandown Public Library Trustees Meeting
Minutes for September 29, 2016 at 7 PM @ Sandown Public Library

Call to Order

Attendance – Carol Fournier, Diana True, Pete Stock and Tina Owens;

Absent: Adrienne Skora; Selectmen's Liaison Cindy Buco

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper – discussion ensued

Acceptance of undesignated donations: \$31

Trustee True motioned to accept the undesignated funds of \$31; Trustee Stock seconded, and the motion carried unanimously

Approval of Minutes

August 17, 2016 minutes

Trustee Owens motioned to approved the minutes as read; Trustee Fournier seconded, and the motion carried unanimously

News & Views of the Director

Circulation and Visits - discussion ensued

Programs & Announcements – Discussion ensued

Old Business

- Budget
- Discussion ensued. Regarding the Salary line item, the Trustees agreed that all Library employees will receive no less than a 1% cost of living increase in FY 2017 with any remaining approved salary line item funds to be used for merit increases.
- Policy - Tabled until October 2016 meeting
- Trustee-Staff Meeting Follow-up
- Midpoint Touch-Base Meetings Follow-up – tabled until October business meeting

New Business

- Building Plan – Tabled until further notice

Closed Session

- Touch-Base midpoint meeting with Director Corbett

Next Friends Meeting

- Monday, December 5, 2016 @ 6:0 p.m.

Next Business Meetings

- Thursday, October 20, 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

Adjournment

Trustee Stock motioned to adjourn the meeting at 10:27pm, Trustee Fournier seconded and the motion carried unanimously.

Respectfully submitted by
Tina Owens, Vice Chair

Library Director's Report
September 29, 2016

We held an all-staff and Trustee meeting on Tuesday, August 30th.

I attended the SNHLC monthly meeting on Thursday, August 25th at Kimball Library. We discussed the Community Stories program and publicity, specifically the lack of balance in mentioning all involved libraries. From the published publicity, it appears that only PPL and Timberlane are involved. Some articles do not even mention all of the participating libraries.

I sought quotes from multiple plumbing companies for the replacement of the Library's hot water heater. Colonial Heating & Plumbing, who responded when we lost our hot water, quoted \$649. Daigle Plumbing and Heating informed me that if they came out for a quote, they'd also charge us for a service call. Londonderry Plumbing and Heating, Inc. quoted us anywhere from \$400 to \$2000.

Our water cooler stopped working on Monday, September 12th. I purchased a replacement for \$99.99, as opposed to renting one for \$7.99 per month. It was installed on Tuesday, September 13th. The man who delivered it took away the old broken one (even though the woman from whom I ordered it told me that we'd have to arrange to dispose of the old one on our own!).

In the month of September, I have met (or will meet) with each staff member and one member of the Board of Trustees for a mid-point check-in on goals and to see what we can do to help.

Library Insight is moving to the cloud, which should not affect the way we use it at all. I submitted a ticket with Koha for them to add the necessary IP addresses for SNHLC.

SPL was chosen for the "Hannaford Helps" Reusable Bag Program for September! So far, we have earned \$102 dollars!

I attended the MHR meeting in Windham on Wednesday, September 14th. We discussed budget preparation.

Youth Services Director Bryant attended the YALS Fall Conference on Thursday, September 22nd.

SPL hosted the SNHLC meeting on Thursday, September 22nd. We discussed budgets, pay equity, staffing, and flooring.

I attended the Friends of the Sandown Public Library meeting on Monday, September 26th.

- Fall Festival
 - Face painting by donation -\$42
 - The music was too loud to talk to any passersby; raffle ticket sales were poor.
 - Turnout in general was poor.
- Reach the Beach
 - Polics detail –Chris was great!
 - St. Matthews volunteers were wonderful!
 - Next year, volunteer in shifts -2 people in kitchen, 2 outside, at one time
 - Hard-boiled eggs were a hit –hot sauce requested
- Town-Wide Yard Sale
 - 8-12 (set-up @ 7:30)
- PTA asked for auction item/donation
 - FoL donating Meeting House book and cookbook
- Tricia asked for cookies for 11/15 *Operation Babylift* documentary screening

- Adjourn 7:50 p.m.
- Next meeting 12/5 @ 6:00 p.m.

I am in the process of obtaining flooring quotes for consideration in the 2017 budget.

I plan to attend the NELA Annual Conference in Danvers on Sunday, October 16th. Assistant Director Hassard and Early Childhood Literacy Teacher Thomas will attend on Monday, October 17th. Library Technician Kehoe will attend on Tuesday, October 18th.

YSD Bryant and ECLT Thomas will attend the CHILIS Fall Conference on Thursday, October 27th.

Respectfully submitted by
Kirsten Rundquist Corbett
Sandown Public Library Director