



SANDOWN PUBLIC LIBRARY

305 Main Street • P.O. Box 580 • Sandown, N.H. 03873 • 887-3428

Sandown Public Library Trustees
*Meeting Minutes **FINAL***
January 20, 2011

Attendance

Trustees: Tina Owens, Carol Stafford, Steve Clifton and Diana True. Louise Pajak arrived late.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison: Steve Brown

The meeting was called to order at 6:45 p.m.

Approval of Minutes

Approval of December 16, 2010 minutes – Trustee Clifton motioned to approve with corrections, Trustee True seconded. The motion carried unanimously.

Finance Report

Discussion ensued over the 2010 Final Financial Report.

2010 Treasurer's Report was reviewed and approved for Town Report.

Questions were raised about showing 'Other' expenses in final report - The Trustees scrutinized the report and opted to add expenditures from 2009 checking account interest (\$104.24), fines (\$4,015.04) and donations (\$1465.00).

Circulation and Visits:

Total visits down 10 % from December 2009.

Total December 2010 circulation decreased 15% from December 2009 circulation.

2010 Total statistics:

Total 2010 Visits up 3% over 2009.

Total 2010 Circulation down 7% over 2009.

Discussion ensued regarding the drop in circulation.

The Library Director provided statistics reflecting the circulation of materials vs. the use of electronic research databases. While circulation is down overall, the circulation of both adult and children books are both up over 2009.

The use of electronic research databases is up as well. However, the circulation of DVDs has dropped in 2010 almost by half. The Library Director reported that we acquire roughly 20 new DVDs a month.

The Trustees and the Director agreed to continue monitoring usage and report back at the start of Q2/2011.

Trustee Clifton suggested we add more of the classic movies to the collection as well.

The Library Director requested the Trustees send her a list of new or classic movies they would like added.

Usage was up in databases and website. Decrease usage in library materials circulated through our InfoCenter circulation system.

The Library Director and the Trustees reviewed the annual library report for submission to the Town Report.

Programs & Announcements :

JAN: Because of inclement weather, a number of January programs have been cancelled or postponed. Attendance has been low at ongoing programs such as Story Hours and knitting. The Stop Smoking workshop was cancelled due to lack of registrants and Book Discussion was postponed a week due to the weather.

The Beading workshop for January 29 is already full with a waiting list in place. Nine people attended the Rockin' Readers book club. The last week of January plans to be a busy week for children's programs: Saturday movie, Science Club, Story Hours, and a special Snowmen Story Hour.

FEB: Deliberative Session will held on Saturday, Feb. 5 at the Town Hall.

The Library will host an eBook Workshop on Wednesday, Feb. 2 at 6:30 p.m. Birds Unlimited program TBA.

In February, Books & Bytes will read I See You Everywhere by Julia Glass.

Story Hours will continue throughout February. The February book choice for Rockin' Readers is Esperanza Rising by Pam Munoz Ryan.

The Library will be closed Monday, Feb. 21 for President's Day.

Friends of the Library:

The Friends will hold their next meeting on Monday, January 24. They will be planning the refreshments to sell at Deliberative session and fundraising ideas for the Zorvino Vineyards Literary Event.

Facebook: The library now has 72 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

NHSL librarian Bobbi Slossar will present a training session for the library staff on Downloading eBooks on Friday, Jan 28, from 9-12.

The Library Director will participate in a training session on ILS open-source system, Koha with the library directors from Plaistow, Atkinson and Danville at the beginning of February.

Repairs and Maintenance:

ServPro cleaned the basement ceiling tiles in December. All rodent debris was removed.

Although a plumber replaced the handle of the public bathroom toilet, there still seems to be a problem with the water running in the tank. The Library Director will call the plumber again.

The Highway Department has done an excellent job plowing the parking lot and shoveling the sidewalk for the Library.

The new shelving unit will be installed on Friday, Feb. 4 by Tucker Interiors.

Computers/Networking

Technology Plan Review

Nothing new to report

Computer Upgrade

The purchase of 2 new laptops for the internet area of the library is complete and the laptops have been installed and are operational. The 2 PCs in our internet area that can run on Windows XP have been transferred from the internet area to the catalog/circ area of the library.

ILS – Integrated Library Systems update

ILS – Integrated Library Systems: The Library Director's research of different ILS software to replace our current product continues. The Library Director met with the Atkinson, Plaistow and Danville librarians. The four librarians will look at an open-source product at the beginning of February.

Old Business

CIP Update - pending

Exterior Sign Repair – Summit Signs will be removing the old sign in the next week or so for refurbishing. Depending on the weather and coordinating with the Sandown Highway Department, the Library may be without the sign for a few weeks.

New Business

E-Rate Application

E-Rate: The Library Director spoke to Jill Leavenworth, an E-rate consultant recommended by the NH State Library. Ms. Leavenworth only works with libraries that will have a return of over \$1200.00. She estimated ours would be about \$850.00. She encouraged Sandown to attempt the process independently and was willing to send a copy of Plaistow Public Library's form as a sample.

Social Software Policy - Nothing new to report.

Mango Language Database Trial

The library has received positive feedback from patrons on the 30-day free trial to Mango, an online database that teaches how to speak a foreign language. A number of residents requested that the library purchase the product. The State Library has contracted with Mango to offer discounts to New Hampshire Libraries. The cost for Sandown would be \$750.00 per year. It would include unlimited remote access for library patrons.

Discussion ensued.

Trustees Clifton and Stafford were not ready to support purchasing until the Library completes a demo of the product Universal Classroom.

Other

Compensation

A discussion ensued regarding compensation packages.

Town Deliberative Session

The Trustees agreed to meet and prepare for the Deliberative session on Thursday Feb 3, 2010 at 7pm in conjunction with our Strategic Planning meeting.

Next Business Meeting

Date and Time of next business meeting {Thursday, February 17, 2010 @ 6:45 pm}

Trustee True motioned to adjourn at 9:03pm, Trustee Stafford seconded and the motion carried with a unanimous vote.

Respectfully submitted

Tina M. Owens