



**Sandown Public Library
Trustees Meeting Minutes
June 17, 2010**

The June 17, 2010 Sandown Library Trustees business meeting was called to order at 6:53 pm

Attendance

Trustees: Carol Stafford, Louise Pajak, Steve Clifton, Tina Owens
Library Director: Barbara Lachance
Bookkeeper: Patricia Sarcione
Selectmen's Liaison: Steve Brown
In absentia: Trustee Diana True

Approval of May 20, 2010 Minutes

Motion was made by Trustee Pajak to accept the minutes with changes. Trustee Clifton seconded. Trustees Stafford, Pajak and Clifton approved. Trustee Owens abstained. Motion carried.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

- Report was submitted for review. Discussion ensued.
- Acceptance of unanticipated funds – nothing to approve for this month
- Payroll and Benefits Management Program- nothing new to report for this month

Circulation and Visits:

Total visits up 1.5% over May 2009.

Total May 2010 circulation decreased 5% from May 2009 circulation. The largest decrease in circulation numbers was in Children's E Fiction, which was down 293 items from May 2009; J Fiction was only down 25 items. Children's and J Non-Fiction decreased by 84 items. Adult Fiction increased 116 items from May 2009 and Adult Non-Fiction decreased by 80. The decrease in Story Hour participation may be attributed to the decrease in children's book circulation. The Library Director will continue to carefully monitor the numbers.

Director Lachance discussed this drop in Children's Story Hour attendance with other libraries in the region and they are also seeing a drop in Story Hour attendance. Director Lachance will check to see if these same libraries are seeing a drop in E Fiction, J Fiction and non-fiction items.

Discussion ensued regarding Story Hour Outreach program. Director Lachance reported the Pre-School Story Hour Coordinator Judy Laporte has twice visited Playmates and Main Street Friends where she updated the children on the Summer Reading Program, took materials and literature on the program as well. The visits were well received and a resounding success. The Youth Services Director also visited Sandown North Elementary to promote the Summer Reading Program.

Programs & Announcements:

MAY: Fine Free Food Donation Month and National Photography Month

- Adult/Family Programs – No one participated in the Nature Photo Walk on Saturday, May 8 with photographer Brad Deveau.
- Twelve people attended the afternoon social and a slide presentation, "Four Seasons in Rockingham County", by Sandown resident Al Fields held on Tuesday, May 11 at 1:30 p.m.
- Three residents attended the Public Forum on the Library Strategic Plan held Saturday, May 15.

Friends of the Library (FOL)

The FOL Annual Plants, Books and Bake Sale was held on Saturday May 22.

Children's Program updates

- 69 children and parents attended the May 12th Pre-school Story Hour sessions.
- Ten Children attended the Mother's Day Story Hour on Saturday, May 8.
- Twelve children attended the movie, "Tooth Fairy," on Saturday, May 15.
- No attendees for the "Let's Get Buggy" program on Wednesday, May 26.
- Food Donation: 488 items were collected for the Food Pantry.
- Patrons with Fines: Decreased from 402 to 372 during May 2010 and the Total amount owed in Fines reduced by \$400.00.

JUNE: Celebrate the Great Outdoors

- Chef Oonagh Williams will present a gluten-free cooking program on Tuesday June 22 at 6 p.m.
- The Summer Reading Program, "Make a Splash and Read," will begin on Monday, June 21 and continue until Thursday August 12. The Youth Services Director visited Sandown North and made a presentation to all the children at their weekly Assembly. Sandown Central was unable to accommodate a similar visit, but flyers were distributed to all the children to take home. Principal Douglas Rolf assured the Library Director that he encouraged all the fourth and fifth grade students to participate in the Library's Summer Reading Program.
- The display case features outside activities throughout the New England region.

Training

- Staff Training session on Friday, June 4 to prepare for Summer Reading Program.
- Trustee Carol Stafford, the Library Director and the Bookkeeper attended the annual Trustees' Seminar in Concord on Thursday, June 3 with Asst. Attorney General Terry Knowles.
- The Library Director attended the NELA/ITS Conference, "Invisible Book: Library, Patrons and E-books" in Portland, Me on Friday, June 11.
- The Library Director is in the process of hiring a new Library page to replace our graduating senior.

Computers/Networking

Technology Plan Review –tabled

Old Business

- Roof leak: No new information at this time.
- Water Heater: As a follow-up item from the May 20, 2010 meeting, the Library Director reported Library water heater is electric.
- DVD Lending Policy – A survey of the libraries in Merri-Hill-Rock co-op revealed that Atkinson is the only library that circulates new DVDs for a shorter time period than the rest of the DVD collection. Most libraries circulate their DVDs for one week. No libraries buy a second copy of a popular DVD. Sandown Library staff voiced concern that the extra cataloging steps that would be needed was not worth the effort to make the change. The higher demand had only been on a two DVDs. Based on this information, the Library Director decided to keep the circulation policy the same as it has been but to change the length of time a DVD will be kept on-hold for a patron from one week to three days.

New Business

- The broken window pane was replaced by Timberlane Plate Glass Co.
- Adult Program suggestion – A patron suggested that the library consider running a meditation class. She attends a six-week program in Kingston Public Library and wondered if the Sandown library would consider hosting the same thing here. Do the Trustees support such a program? Discussion ensued and there were no objections only concern about where it would be held and if the environment was suitable (high noise level upstairs) for such a class.

Other

Date for Strategic Planning Work Session - set for Thursday June 24, 2010 at 6:45pm

Discussion ensued regarding next steps which are:

1. Get notes from last meeting from Diana.
2. Trustee Owens to pull together an outline of the strategic planning document.

Next Business Meeting

Date and Time of next business meeting {Thursday, July 22, 2010 @ 6:45 pm}

Respectfully submitted,

Tina M. Owens, Secretary