



**Sandown Public Library Trustees Meeting
July 22, 2010
Meeting Minutes**

The July 22, 2010 Sandown Library Trustees business meeting was called to order at 6:58 pm.

Attendance

Trustees: Carol Stafford, Louise Pajak, Steve Clifton, Tina Owens

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Trustee Diana True; Selectmen's Liaison: Steve Brown

Approval of June 17 2010 Minutes

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

Finance Report

- Report was submitted by Bookkeeper Sarcione and discussion ensued. Trustee Clifton raised the issue of covering the DVD expenses and from which account that money is coming. He recalled we would pay for the DVD expenses from the Fines account and would like to see this reflected as such in the next budget report. Director Lachance confirmed she failed to remember we indeed agreed to this practice and will work with the Bookkeeper to make the correction. Discussion ensued around continuing to pay for new books also from the Fines account. This decision was made when the Budget Committee requested the Trustees find any means to lower our overall budget.
- Auditor's Questions – Selectmen Liaison Steve Brown notified the Library Director that he will be unable to attend the Trustees' Meeting on Thursday, July 22. He asked the Director to relay the following questions from the Town Auditor regarding the Library:
 - 1) Does the Library need to have four bank accounts? Trustee Owens suggested the Auditors familiarize themselves with the RSA 202-11 and Attorney General regulations surrounding the operations of a Library in the state of New Hampshire and they will learn that indeed Library's must maintain a variety of bank accounts to reflect dollars raised from taxes vs. fines vs. donations.
 - 2) Is there a spending limit on the debit card? Trustee Clifton motioned that the charges to the debit card be limited to no more than \$500 per purchase unless prior approval has been granted by the Trustees. Trustee Pajak seconded. Discussion ensued. Motion carried with a unanimous vote in favor by Trustees Clifton, Stafford, Pajak and Owens.

Circulation and Visits:

Total visits up 7% over June 2009.

Total June 2010 circulation decreased 4% from June 2009 circulation. One major decrease was in the usage of Tumblebooks, which are e-books for children. The usage was 272 in June 2009 and

144 in June 2010. Last year, the elementary school students were using Tumblebooks through our site. However, this year with the new reading curriculum they do not have as much free time for extra reading. The Trustees also learned at least one additional library in the district is also showing a drop in circulation over 10% from their 2009 July circ numbers.

Programs & Announcements:

JUNE: Celebrate the Great Outdoors

30 people attended the gluten-free cooking program on June 22.

The Summer Reading Program, "Make A Splash and Read," began on Monday, June 21. So far, 250 children have signed up. Attendance at most of the activities is higher than the number of sign-ups. 394 people attended the 11 children's events in June, which included the Ice Cream Social and the Wildlife Encounter programs.

JULY – AUG: Summer Reading Program for children continues.

44 activities and events are scheduled throughout July and first two weeks of August.

New this year is an incentive program for adults. For every adult library book read, an adult patron may enter his/her name into a drawing for gift certificates: \$25.00 from Pasta Loft Restaurant, \$25.00 from Hannafords, and \$20.00 from Lobster Q (formerly Lobster Tail). The library has received positive feedback from our adult readers for this new idea. The program will run until Tuesday, August 31.

SEPT: The Library will co-host with the Old Meetinghouse Association a guest lecture and slide presentation from Paul Wainwright, author of the new book about meetinghouses, [A Space for Faith](#). Sandown's Old Meetinghouse is prominently portrayed throughout the book. Time and Date TBA.

Training

- TRHS Junior Matthew Desfosses, our new Library page, began training on Tuesday, July 20.
- LGC Annual Conference is Nov. 17-19 in Concord. Are any Trustees interested in attending? The Trustees would like to see the agenda and then make their decisions about attending. The Library Director will send the Trustees the agenda.
- NELA Fall Conference is in Boxborough MA on Oct. 17-19. The Library Director plans to attend at least one day.

Computers/Networking

Technology Plan Review – tabled until a future meeting

Computer Upgrade – the Director reviewed the current technology plan and learned the two library catalog computers are scheduled this year for replacement as they are over 5 years old.

Adel-XT reported upgrading the catalog computers will require they run Windows XP in order to support our catalog system InfoCentre. Dell is no longer selling computers with Windows XP. A computer company call Tiger Direct can provide PCs that run on Windows XP. Trustee Clifton asked if we can get a spec for what the replacement computers need to have in order to run InfoCenter. The Director also suggested we simply switch out two existing desktops in the library that do run on Windows XP and use those for the catalog computers and buy two new computers to replace. Trustee Clifton also advised we consult with Adel XT if our network can support running both XP and Windows 7. The Director will consult with Adel-XT on our network operating system and what it can support.

Trustee Pajak also recommended the Trustees add an exploration of a replacement catalog system. The Library Director estimated a new catalog system will be at least a \$10,000 expense. It was agreed the Trustees will add this as a standing item on future agendas.

Old Business

Roof Leak – interior repair: The Town Custodian repaired and painted the damage to the interior wall in the staff room.

Flagpole painted: The Town Custodian painted the flagpole.

New Business

Joint Loss Management Report

The Town's Joint Loss Management Committee requested an updated report on recommendations made from their April 9, 2007 Safety Survey on the Library. The deadline for the update is Thursday, August 12. The Library Director reviewed the recommendations but needs input from the Trustees on some of the items. The Library Director supplied a copy of the recommendations to the Trustees for review. Discussion ensued.

From the discussion the following action items are:

At least two of the items are outside the building and should fall under the Town's responsibility – 1) the bulk-head repair and 2) the ramp

Inside the library (enclosing the Furnace) the Library should cover this expense; the Director will clarify this with town how to handle.

The Fire Alarm notification – the Trustees requested the Director inquire if other town buildings have this in place and based on their answer the Trustees will make their decision on how they wish to proceed.

The Director will report back to the Trustees what she learns.

2011 Budget preparation and Dates to meet with Selectmen and Budget Committee

The Budget Committee has set the following schedule for the 2011 budget process.

The Trustees should have their 2011 budget forms to the Selectmen by Tuesday, September 7.

The Library Trustees are scheduled to meet with Selectmen on Monday, Sept. 13 at 8:40 p.m. and with the Budget Committee on Wednesday, Sept. 22.

The Library Director will begin preparing the 2011 budget to present to the Trustees at their August meeting. The Director asked for any items she needs to surface. The Trustees advised the Library Director consult with the Budget Committee for their advice on raises for staff in FY 2011 and to also create a building maintenance account. In addition, if the library is to cover the expense of enclosing the furnace that will need to be allocated in the budget.

Grant Opportunity

The Town's Grant Researcher Sonia Obinger-Silva met with the Library Director to discuss a possible grant opportunity for the library. The grant is from the Community Development Finance Authority (CDFA) www.nhcdfa.org.

The CDFA funds community development block grants for public facilities up to \$500,000. Ms. Obinger-Silva reviewed the process and some of the requirements. Deadline to apply is end of January 2011. The grant must provide a benefit to low and moderate-income persons or households. Specific data on demographics, income levels and populations served is needed to see if Sandown qualifies. If the library wants to apply for the grant for an addition or new building, design plans and costs would be needed.

Ms. Obinger-Silva also mentioned that former selectmen Roger Barczak is researching grants for solar energy for town buildings.

Ms. Obinger-Silva is also looking for the top five items or needs, which could be funded through a grant program.

The Trustees were encouraged by the research and support the town pursuing such grant monies. Furthermore, we welcome the opportunity to participate in pursuing such grant monies. But the Trustees concluded to take advantage of any of these programs the Library needs to complete our long-term planning and we do not have a project at this current time.

Date for Strategic Planning Work Session

Discussion ensued regarding preparation of the survey form to be distributed at the Friends booth. Carol and Tina are able to be at the booth for the full time; the other Trustees will come if they can.

Next Business Meeting

Date and Time of next business meeting {Thursday August 19, 2010 @ 6:45 pm}

Respectfully Submitted,
Tina M. Owens Secretary