



*Sandown Public Library Trustees Meeting  
May 28, 2009  
Minutes*

**In Attendance**

Diana True, Carol Stafford, Steve Clifton, Barbara Lachance, Nelson Rheaume –  
Selectmen's Liaison, Patti Sarcione – Bookkeeper.

In absentia – Tina Owens, Louise Pajak

**Approval of Minutes**

Approval of April 28, 2009 minutes

Carol made a motion to approve the minutes with corrections. Steve seconded  
and the motion carried.

**Finance Report**

The Trustees received a letter from the Selectmen in response to the Trustees' letter regarding Library monies. Since the money is not needed at this time, the \$5000 will remain in the library's account until needed. (See attached letter)  
Selectman Liaison Nelson Rheaume responded to the other two inquiries the Trustees had made in their letter:

- 1) No acknowledgement of 2008 \$5000 returned, which was not deposited until 3/4/09.

Nelson reported that no one was making deposits for the Town during January and February 2009 and that is why the Library's \$5000 was not deposited until March 4, 2009.

- 2) Incorrect amount for Library in Town's profit and loss statement on pg.34 of 2008 Town Report

Nelson is still investigating this error.

Barbara submitted a copy of a spreadsheet from the Town's Bookkeeper Darlene Ford, which shows the amounts as recorded paid to and received from the Library. Darlene is willing to meet with Patti on a regular basis to ensure agreement of numbers in 2009.

Financial Reports – Patti Sarcione

Patti submitted the January through May 21, 2009 Profit and Loss Budget vs. Actual. Patti noted that the interest income from the checking account is much lower than anticipated because of a reduction in the interest rate. Also noted was the Technology line, which is 80% spent due to the installation of the new server. Barbara reported that there have been a number of other computer issues, which have needed service from our technical support.

The Trustees reminded the Library Director to watch expenditures for library materials given that we committed to return \$5000 to the Town to offset the possible budget shortfall.

The Walmart Grant application was submitted to Walmart.

### **News & Views of the Director**

#### Circulation and Visits:

Total visits to the library increased 10% over April 2008 and circulation increased 5% over April 2008.

#### Programs & Announcements

May Program Summary – 7 adult events 62 participants  
19 children events 118 participants  
3 all ages 10 participants

Highlights of June Programs, which is Candy Month and Great Outdoors include:

For Adults, two author talks- Sandown resident Bill Burke will speak on his book "Mousejunkies" on June 11 at 7 p.m. Thanks to the Friends of the Library, NH Author and cyclist Marty Basch will speak on June 24.

For Children - Father's Day program on Saturday, June 13 at 10:30 a.m.

For All Ages a Sweet Estimation candy guessing contest. The Summer Reading Program, "Summertime and the Reading is Easy," will begin on June 29.

See Library Calendar for complete listing of June programs.

#### Staff Training

On Wednesday, May 6, 2009, the Library staff received in-house training from a NH Employment Security customer representative on their new website in order to better serve Sandown job seekers.

Barbara noted that staff meetings are being held, if needed, on Wednesdays when most of the staff is scheduled to work. This change is more cost effective and time efficient.

#### Conference Highlights

Highlights from May meetings attended by the Library Director:

NHLTA – 5/7/09: 1) NH Center for Nonprofits; 2) Money, Money, Money with Terry Knowles; 3) Budget Preparation in Lean Times; 4) How To Conduct a Meeting.

NHLA – 5/19: 1) NH Labor Laws; 2) Summer Reading Program Ideas; 3) Small Library Roundtable - National Able Network program; 4) Library Directors – discussion about sexual predators in the library.

### Upcoming Conferences

Patti and Barbara will attend the NH State Attorney General Office's Trust Seminar on Tuesday, June 2 in Concord.

### **Computers/Networking**

Adel-XT resolved a number of computer issues in April and May. The issues included a switch replacement (under warranty), circulation computer problems, power surge replacement and upgrades and patches needed.

### **Old Business**

- Barbara is analyzing the Library Survey results; 143 total participants. She will summarize the data at the June meeting.
- Trustee Louise Pajak has agreed to act as Library Liaison to the CIP Committee. CIP forms addressing library capital needs must be returned to the committee by June 9. Discussion ensued over Library Capital Needs: new circulation system, handicapped-accessible meeting room, septic system, new library building, new carpeting, water filtration system, and fire safety system.
- Barbara is working on contracts for contracted services (computer support, bookkeeping).

### **New Business**

#### Correspondence

Fidelity Investments sent promotional material regarding their reading program, which rewards young readers with tickets to a NH Fisher Cats game. Barbara also mentioned that TD Banknorth has an incentive reading program. The Trustees agreed that it was fine to provide the promotional materials for these incentive programs to parents but that the library and the staff would not have any actual involvement with the individual programs.

#### Communication with Selectmen

Barbara reported that two Trustees and all Library employees will attend the Town's Ethics Training.

The Selectmen have requested a list of all library building needs by June 8. The list should include both interior and exterior needs and items that would be on the CIP list as well.

Library Trustees and staff are invited to a Right To Know Workshop on Wednesday, June 24, 2009 from 9 a.m. – 11 p.m. at the Town Hall. The Local

Government Center will conduct the workshop. The workshop will deal with the use of email as public documents. Barbara will attend. Trustees are encouraged to attend as well.

#### Performance Evaluations

Barbara is working on performance evaluations with the staff. The Trustees will conduct Barbara's evaluation in August.

#### Volunteer program

Criminal background checks will be conducted on all SRP volunteers. Because of the staff time needed to work with volunteers, the library is at capacity on the number of regular volunteers needed.

#### Flag Donation

The Trustees accepted the donation of an American flag from Sandown resident Michael Tibbetts, under the condition that the flag is the appropriate size to be used on the library flagpole. Tibbetts is making the donation in memory of his father.

#### Other

Steve motioned to adjourn the meeting at 9:05 p.m. Carol seconded and motion carried.

#### **Next Business Meeting**

The next business meeting will be Thursday, June 18, 2009 at 6:45 pm.

Respectfully submitted,

Barbara Lachance  
Library Director