



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees

Meeting Minutes

August 22, 2013

Attendance

Trustees: Carol Stafford, Tina Owens, Louise Pajak, Diana True and Pete Stock via Skype

In Absentia: Bookkeeper, Patricia Sarcione

Selectmen's Liaison: William Treanor

The meeting was called to order at 6:34 p.m.

Finance Report

The Bookkeeper presented the expenditures to date on the 2013 budget; % of overall budget spent is on target.

Discussion ensued on present budget and budget preparation for 2014. Trustee Pajak reported the Bookkeeper will begin preparing the budget for 2014. We will direct the Bookkeeper to level all items except those where we have gone over. The Town reported they will be giving 2% raises to Town Employees, the library will follow suit.

Trustee Owens announced that the Budget Committee agreed to schedule their meeting with the library on October 23, 2013.

Donations

Trustee Pajak reported there is a donation from the Friends of the Library for \$150. The donation will go to offset the costs of Summer Reading programs. Trustee Stafford seconded and the motion carried unanimously. Trustee Pajak requested the minutes reflect the Trustees continued thanks to our Friends' group for their continued support.

News and Views of Director

Circulation and Visits

Total July 2013 visits are up from July of 2012 and from June of 2013

Total June 2013 circulation is up as well.

Trustee True noted the library broke a record for number of visits in July 2013 the highest month since July 2009.

Events & Announcements

July Events

Summer Reading Program

Totals are being compiled for the Program. Noticed more children are enrolled in Summer Rec Programs and this impacted participation in Summer Reading Program.

472 visits to the webpage in one week

June 1st to August 22nd.

23 Adult Programs with 125 in attendance

66 Childrens Programs with 976 in attendance

14 combined Adult and Young Adult programs with 198 in attendance

8 Young Adult programs with 53 in attendance

Computers/Networking

Technology Plan – pending though Trustee True did remind the Trustees we need to purchase two new computers before years end. Trustee Stafford advised the Trustees add “computer leasing” contract as an option for the 2014 FY and discuss with Budget Committee if they did any additional research on a computer leasing program for the town which they were exploring in 2012.

Old Business

Repairs and Maintenance

Security System

Trustee Owens reported that East Coast Security is anxious to install the new security system.

However, the former Director advised that we handle the installation once the new Director is in place or at least after the Summer Reading program is underway. The Trustees agreed to stay the course especially until Summer Reading Program is completed.

The town custodian is still trying to get the exterior light by the Children’s Room exit door fixed. It is still not working and Trustee Owens will speak with Paula Gulla about this on Monday July 22nd.

Water

Trustee Stafford reported that Culligan finished their work, retested the water and it passed with flying colors. The Town Health Officer Ed Mences reported the final test indicated the water is absent of coliform and ecoli.

Egress Construction

The contractor to work on this project visited and reported he will start his project shortly. The Assistant Director asked him to be mindful of our story hour schedule so that the work is not disruptive.

September is Childhood Cancer Awareness Month.

The Library will join the town in decorating the inside and exterior of the building to build awareness.

Policy Review - tabled

Other

Non Public Meeting

Trustee Owens motioned to enter a Non-public discussion under RSA 91-A:3 II (b) hiring at 7:07pm. Roll call: Carol Stafford, Tina Owens, Diane True, Louise Pajak and Pete Stock. Trustee Stafford seconded. Motion carried unanimously.

Trustee Pajak motioned to come out of the Non Public Meeting at 8:39pm. Trustee True seconded and the motion carried unanimously. Trustee Pajak motioned to seal the Non Public Meeting minutes. Trustee Stafford seconded and the motion carried unanimously.

Next Business Meeting

Date and Time of next business meeting: Thursday, September 19, 2013 @ 6:45pm

Trustee Stafford motioned to adjourn the meeting at 8:41 p.m. Trustee Pajak seconded and the motion carried unanimously.

Respectfully submitted,
Tina M. Owens, Secretary