



## SANDOWN PUBLIC LIBRARY

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

### *Sandown Public Library Trustees*

#### *Meeting Minutes*

***September 19, 2013***

#### Attendance

Trustees: Carol Stafford, Tina Owens, Louise Pajak, Diana True, Pete Stock and Bookkeeper, Patricia Sarcione

In Absentia: Selectmen's Liaison, William Treanor

The meeting was called to order at 6:48 p.m.

#### Finance Report

The Bookkeeper presented the expenditures to date on the 2013 budget; discussion ensued. Trustees Pajak and True provided additional details.

#### **Donations**

Trustee Pajak reported there is a donation from the Friends of the Library slated to offset the costs of the Frisbee Program held during the 2013 Summer Reading Program. Trustee True motioned to accept the donation as designated. 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.

#### Request of Fourth Quarter Schedule of payment from the Town

Treasurer Louise Pajak will contact the Town Hall and request the Q4/2013 payment on Monday September 23, 2013.

#### FY13 Budget - End of year spending

- AED purchase. Trustee True accepted the task of contacting the supplier and requesting all details of what will be delivered and procedure for installation. She will inquire about invoicing and will schedule the installation in concert with the Security installation/upgrade. Trustee True will attempt to schedule a Friday installation. The Fire Dept. will need to be contacted for training the staff.
- East Coast Security – Trustee Stafford will contact the agency and learn when they could schedule the installation/upgrade. Trustee Stafford will attempt to schedule a Friday installation in concert with the AED installation. Trustee Owens agreed to be present on the Friday selected if no staff member is available.
- A bill for Recorded Books of \$4,200 is anticipated for November arrival. Trustee True reminded the Trustees this invoice normally comes in November but in 2012 it did not arrive. Rather, the invoice came in 2013 and was paid in January 2013. The money to cover this expense is in the budget. The Trustees agreed we need to determine if we will wait to pay this invoice in January of 2014 or pay before end of 2013.

- LIGHTNING STRIKE UPDATE – report from AdelXT on computer/technology repairs

Good News:

Costs as of 9/12/13 were \$80; as of 9/19/13 the costs for repairs increased to \$180.

The Sonic Wall (Firewall Server) was damaged but is under warranty and AdelXT expects that to be replaced at no cost. All of AdelXT's time to triage and remedy the situation is covered under the library's contract.

Bad news:

Damage Report from Lightning Strike:

- The terminal server was damaged and the cost to replace is approx. \$3,150. Trustee Owens reminded the Board Of Trustees (BOT) that Town insurance may cover the replacement costs of damaged items; Owens believes there is a \$1000 deductible. Trustee Stock will confirm with Lynne Blaisdell at the Town Hall.
- The costs to repair damage to the main router, damage to 1 network card and 1 keyboard are included in the \$180 cost estimate from Jussif's estimate reported above.
- Repairs as of 9/19/13: AdelXT replaced the sonic Wall Server, installed a router and loaded Firewall software; Time Management software and Antivirus software had to be reloaded as well.

Purchase of 2 new laptops

- Trustee True updated the BOT that she and Trustee Pajak notified AdelXT and it was agreed AdelXT's Steve Jussif will locate the details on what operating software, utilities and applications we need on these new laptops.
- Trustee Stock updated the BOT that he did get the details from Steve Jussif on what to order, but several of the items Jussif advised not to purchase on the laptops are now standard items. Trustee Stock agreed to contact former Director Lachance to learn how she completed the purchases of the 2012 laptops and will work with AdelXT and Bookkeeper Sarcione to complete the purchase and acquisition.

Returning money to the Town from FY 2013 Approved Budget

Discussion ensued and the BOT decided the FY 2013 Director's Salary Line Item and the NH Insurance will be returned to the Town.

## **FY2014 Draft Budget - Questions**

- Does the library budget for any of former Director's retirement? – The Bookkeeper reported she is checking with the Town to confirm if this number needs to be in our budget.
- Hourly rate to put in budget for new Director - flat rate no 2% increase
- Included \$1,537 Health Reimbursement Account monies.
- Materials -New library cards & Staff name tags
- Cost of chlorine solution - 3 x year for water system - Carol checking rate
- OFFSITE Storage – remote backup. This will replace the current archaic manual tape back-up and is a better more secure back---up strategy.

## **News and Views of Director**

### Circulation and Visits

Total August 2013 visits were down slightly from August of 2012. Total circulation for August 2013 was down slightly from August of 2012. These drops are consistent for the last 8 years.

### Events & Announcements

Adult Programs – 14 events in August;

Children Programs

## **Computers/Networking**

Deep Freeze, the Library's centralized network, server, and workstation management and software deployment program will issue annual software license and maintenance fee in q4/2013. In 2013, the Director paid by debit card last year. The Bookkeeper hasn't seen the invoice as of this meeting. AdelXT cautioned to Trustee Stock the fee is expensive if overdue (per Adel XT).

### **Off-site Back-up Software Program**

Trustee Stock reported on a new server back-up program. Off-Site Back Up. This is a program used to enable remote backup. This will replace the current archaic manual tape back-up and is a better more secure back---up strategy.

### **Purchase of 2 new laptops\_–**

Adel XT to provide a breakdown of what is needed for BOT to complete FY purchase. Former Director did this in the past. Discussion ensued. Trustee True motioned the BOT to authorize AdelXT to order two (2) replacement laptops not to exceed \$2600 as budgeted. Trustee Stock seconded and the motion carried unanimously. Trustee Stock will review with AdelXT

### **Wireless Walk-in Computer**

The BOT reviewed recommendations from AdelXT to consider this new visit counter system. The Wireless Walk-in Computer is approximately \$500-\$700 depending on how the system is set up. What this new system accomplishes is counting the people that enter through the front door through a wireless device attached to the doorway and then creates reports on the server through a hosted site. Sandown PL is equipped with the network capacity to take this approach. AdelXT is implementing this for another Library and will know more about its stability and effectiveness within a few weeks. The wireless unit is 6-8 weeks on backorder in case the BOT is interested and wants to order in 2013.

## **Old Business**

### **Oil Delivery**

Trustee Owens notified Asst. Director to order fill-up on 9/19/13 via email

Oil Delivery - last delivery Feb. (last purchased in Feb & Aug of 2013)

Former Director's e-mail account - are these being answered; Trustee Owens confirmed they are being answered

Conference Attendance – Youth Services Director Jen Bryant is scheduled to attend YALS - October 2013

Telephone e-rate – Asst. Director Cathy Hassard filled out form & the Trustees filled in necessary areas.

Backstops for Shelving - Tucker Interiors - prior minutes stated due to receive mid/late July – received, paid

Rug Cleaning; Asst. Director Cathy Hassard has made the appointment – 10/11/2013

### **Repairs and Maintenance**

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 Sept 23rd

### **Friends of the Library**

Reach the Beach raised approximately \$500; very successful

Trustee Stafford will attend the next FOL meeting on Monday Sept 23, 2013.

### **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. Owens will confirm with Town Manager about details of the work order.

### **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 9:35pm. Roll call: Carol Stafford, Tina Owens, Diana True, Louise Pajak and Pete Stock. Trustee Stafford seconded. Motion carried unanimously.

Trustee Pajak motioned to come out of the Non Public Meeting at 9:45pm. Trustee Stafford 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 meeting for final budget review: Thursday, September 26, 2013 @ 6:45pm

Date and Time of next business meeting: Thursday, October 24, 2013 @ 6:45pm

Trustee Stafford motioned to adjourn the meeting at 9:46 p.m. Trustee Pajak seconded and the motion carried unanimously.

Respectfully submitted,  
Tina M. Owens, Secretary