



Sandown Public Library Trustees Meeting  
Thursday, October 22, 2009  
FINAL

**In Attendance**

Trustees: Steve Clifton, Diana True, Carol Stafford, Tina Owens and Louise Pajak. Library Director: Barbara Lachance. Bookkeeper: Patti Sarcione. Selectmen's Liaison: Nelson Rheume

**Approval of Minutes**

Approval of September 24, 2009 minutes

Trustee Pajak motioned to accept the minutes with corrections, Trustee Stafford approved and motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

Bookkeeper Sarcione reported the budget is at slightly over 76% spent which is on-track for the FY 2009.

Diane Skerry, VP at TD Bank notified the Library Director and Bookkeeper that the Library needs to change the current set up of our CDs for several accounts. Our practice of continually withdrawing money is not the intent of a CD and would likely be better served using a Money Market type account. To that end, Skerry has asked to address the Trustees at the November 2009 meeting

Selectman Rheume announced the Board of Selectmen (BOS) have determined they will not need that additional \$5000 the Library Trustees agreed to set aside earlier this year per the BOS request in the event of a budget shortfall. Trustee Clifton requested this be documented in the meeting minutes.

**Payroll and Benefits Management Program**

Payroll and Benefits Management

The LGC approved the Library's eligibility to participate in managing our payroll and benefits management contingent on a wording change to the dissolution section of the Articles of Agreement. The Articles must be changed to state:

"upon dissolution of the institution any assets revert back to the Town of Sandown."

It was discovered that the Library received its own tax ID # in 1987 and 501 (c) tax-exempt status.

The Library Director contacted Terry Knowles, NH Attorney General's Office of Charitable Trusts to discuss this situation. Ms. Knowles' sent the following concern focused on 501(c) (3) tax-exempt status, not separate EIN (Federal Tax ID number):

Barbara:

Is it the Library Building Committee, the Friends, or the Library itself that has the 501(c)(3) status?

If it is the library itself the issue is this: Sandown Public Library is either a municipal library or a private nonprofit library, it cannot be both. If it is a municipal library all donations to it are deductible under the following Internal Revenue Code section:

**Section 170(a)(1)** of the Internal Revenue Code states: "*There shall be allowed as a deduction any charitable contribution (as defined in subsection (c)) payment of which is made within the taxable year.*" **Section 170(c)(1)** of the Internal Revenue Code states: "*For purposes of this section, the term 'charitable contribution' means a contribution or gift to or for the use of a State, a possession of the United States, or **any political subdivision** of any of the foregoing but only if the contribution or gift is made for exclusively public purposes.*" (emphasis added)

**and** the taxpayers are required to raise and appropriate money for the operation of the library:

**202-A:4 Maintenance.** – Any city or town having a public library shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided. (Emphasis added)

If it is a 501(c)(3) nonprofit it is a private charitable organization and there is a question as to whether or not the taxpayers have to raise and appropriate tax dollars for the support of the library.

I suspect Sandown Public Library is the town's municipal library and if so the Trustees should discuss the library's dual status and perhaps meet with an accountant on the issue.

Terry

Upon the advice of Terry Knowles, the Library Director contacted LGC's Accountant Barbara Reid. Ms. Reid recommended that the Trustees "contact Bob Westhoven who is the IRS liason to state and local governments in Maine and NH. His job is to keep local governments out of trouble with the IRS. You could start with an accountant, but they would probably need to contact the IRS for advise too, and then charge you for that time. So I suggest you start with Bob. He's very helpful and is going to be presenting a session at our annual conference in November. Here is his contact info: Robert.C.Westhoven@IRS.Gov. Work 207-784-6988. His pager is 800-653-9567 option 2 and his fax is 207-782-4963. "

Bookkeeper Patricia Sarcione volunteered to contact Mr. Westhoven about the issue. She will report her findings at the next Trustees' meeting.

Trustee Clifton noted that if the Library has not continually renewed this status we may not have a situation that needs fixing.

The Trustees agreed that they should resolve the dual status issue before moving forward with plans to manage the library's payroll and benefits program.

This question was raised and it was determined Trustees need to make a motion to manage payroll and benefits separately from Town. NH Retirement System needs official minutes of meeting when Board approved this action.

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

#### Circulation and Visits:

Total September 2009 visits up 4.8% over September 2008

Total September 2009 circulation up 7.3% over September 2008

#### Programs & Announcements :

OCT: Bake and Decorate Month –

The focus of October is the library's collection of cake pans and cookbooks. A contest is being held for the best decorated cake using our pans with a prize of a gift basket from Chickadee Hill Cakes of Sandown.

Our display case is filled with photos of decorated cakes from local residents. The library offered two cake decorating programs. The Library provided most of the supplies for programs.

\*Sandown resident Dave Cheney presented a beginning cake decorating class for interested residents on Wednesday, Oct. 14 at 6:30 p.m. twelve residents attended. Friends of the Library volunteered to make cakes for the program and Pre-School Story Hour Coordinator Judy LaPorte mixed the frosting.

\*Sandown resident Norma Drowne presented a demonstration and display of cupcake decorating as a family event. 16 people attended the 2 ½ hour program. The staff received positive responses from all participants and a request for more sessions. The Eagle Tribune did a feature story with three photos.

Library Director attended New Hampshire Library Assoc. conference (NELA) in Hartford, CT on Oct. 19 – 20. Program on frontline advocacy by all library staff provided sharing ideas on how to communicate the value of the library to more of the community.

## NOV: Honoring Veterans

The Library will honor Sandown veterans throughout the month of November. BeanTowne Cafe in Hampstead is donating 30 gift certificates for a free cup of coffee for any veterans that visit the library during November. The display case will feature photos, medals, and memorabilia from local military groups and veterans.

For Children: Story Hour sessions continue. Voting for the Ladybug Books takes place during November. A Saturday movie will be held on 11/14/09.

## December

The Library will feature homemade holiday items in the display case and a Holiday Centerpiece workshop will be held on Wednesday, Dec. 2. Movies will be held on Saturdays, 12/5, and 12/19.

On Saturday, Dec. 12, the Library will sponsor a holiday program for children at the Town Hall. A performer will entertain families with a Polar Express program.

A staff meeting and training session will be held on Friday, Nov. 6, 2009.

The Library Director also communicated she would like to train the staff on Library Insight but is concerned about the expense. Trustee Pajak recommended the Director investigate combining this training with another library to share the expense. The Director will update the Trustees on her decision in November.

New shelving will be installed on Friday, Nov. 6<sup>th</sup>.

Furnaces are scheduled to be cleaned on Friday, Dec. 4<sup>th</sup>.

Interview process for Youth Services Director is progressing. Trustee Diana True is assisting with the hiring process. So far, the library has received about ten applications and will schedule interviews with the most qualified candidates.

## Holiday closings updates:

During November, the Library will be closed on Wednesday, Nov. 11 and Thursday, Nov. 26 and Saturday, Nov. 28.

## **Computers/Networking**

### Contract Agreement

Discussion and review of the contract

Trustee Pajak motioned to approve the contract which will be red-lined and corrected as discussed. Trustee True seconded, motion carried.

## **Old Business**

### 2010 Budget Change

Director Lachance requested direction from the Trustees on how to notify the Budget Committee that the library will reduce the Technology line item by \$2000 in the proposed 2010 Budget. The reduction of \$2000 is due to the Trustees decision to remove purchasing two (2) new computers. Discussion ensued.

### Youth Services Director position

Interviews continue. Two strong candidates have made the short-list, the first offer was declined due to the candidate needing fulltime employment. An offer has been made to a second candidate and the Director is awaiting confirmation.

## **New Business**

TD Bank account changes – see detailed notes under Finance Report

### Emergency Closing Policy

Director Lachance submitted a proposal for an emergency closing policy:

Draft - Emergency Closing Policy: "Due to unforeseen problems that may risk the safety and security of library patrons, staff, and/or resources, the library may be closed during regularly scheduled open hours at the discretion of the Library Director or in the case of the Director's absence by the staff with approval from one member of the Board of Trustees."

Draft - Emergency Closing Procedure:

Possible Scenarios:

- No electricity and building is too dark or too cold.
- Library is unable to be staffed during open hours by two staff members due to sickness, family emergency, inability to reach library.
- Parking lot and/or sidewalk has not been cleared of snow or ice before and during scheduled open hours.
- Fire, flooding, or other building disaster
- Robbery or assault

Procedures:

1. Library Director assesses emergency and decides to close building.
2. Email notification sent to Trustees if possible or phone call to chairperson.
3. Building is secured and closed sign posted.
4. Staff leaves building.
5. Incident report completed within 24 hours of closing.

In case of absence of Director:

1. Asst. Director or staff with most seniority assesses emergency.
2. Makes every effort to contact Director, who makes decision to close building.
3. If Director cannot be reached, staff contacts one of the Trustees starting with Chairperson.

### Rug for Story Hour Room

Discussion ensued concerning the deteriorating condition of the two rugs in the story-hour room. Director Lachance has researched the cost to replace these rugs, which would be \$450.00. Since the amount is less than \$500, the Trustees advised the Director that she did not need the Board's approval to purchase.

### Emerging Technologies

Discussion ensued regarding the increased popularity of e-books like the Kindle. Director Lachance reported the Howell Library in Hanover has purchased 4 Kindles. Trustee Clifton motioned to approve the use of Fines money to purchase a Kindle for the library. Trustee Pajak, seconded pending confirmation that fines money can be used for such a purchase. Motion carried.

Other

### **Closed Session**

A motion was made by Trustee Stafford to enter into closed session at 8:12. Trustee Clifton seconded and the motion carried.

Roll Call: Diana True, Carol, Steve, Louise, Tina  
Library Director Lachance for discussion purposes

At 8:58pm Trustee Clifton motions to leave closed session; Trustee Pajak 2nd  
Motion carried

Roll Call: Diana True, Carol, Steve, Louise, Tina  
Library Director Lachance

Trustee Stafford motion to seal the minutes from the closed session. Trustee Clifton seconded and the motion carried.

Trustee Pajak motioned to adjourn at 9pm. Trustee True seconded and the motion carried.

### **Next Business Meeting**

Date and Time of next business meeting { Nov. 19 @ 6:45 pm }