



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
*Meeting Minutes **FINAL***
October 10, 2012

Attendance

Trustees: Tina Owens, Steve Clifton and Diana True

Library Director: Barbara Lachance

Selectmen's Liaison: James Devine

In Absentia: Louise Pajak, Carol Stafford, and Bookkeeper Patricia Sarcione

The meeting was called to order at 6: 50 p.m.

Finance Report

The Bookkeeper presented the financial report. Overall budget is 81%. Discussion ensued.

Acceptance of unanticipated funds/gifts

An additional donation of \$50.00 from a Library Trustee for the Paul M. Densen Memorial was received. Total donations received to date is \$2650.00. Trustee Owens motioned to accept the additional donations and to move the amount to the Trust Fund. Trustee Clifton seconded. Discussion ensued. The motion carried unanimously.

2013 Proposed Budget

The Board of Trustees presented the proposed budget to the Budget Committee on Wednesday, Sept 26th at 7pm. The Budget Committee approved the 2013 proposed budget with the amended amount for the NH Retirement System.

Payroll and Benefits Management Program

The Library Director attended a Department of Labor Workshop on employment laws and was very pleased with the quality of the program.

Approval of Meeting Minutes

Approval of August 16, 2012 minutes

A motion was made by Trustee True to approve the minutes as amended. Trustee Owens seconded. The motion carried unanimously.

Approval of August 28, 2012

A motion was made by Trustee True to approve the minutes as amended. Trustee Owens seconded. The motion carried unanimously.

Approval of September 20, 2012

A motion was made by Trustee Clifton to approve the minutes as amended. Trustee Stafford seconded. The motion carried unanimously.

ILS – Integrated Library Systems

Appointment of a Trustee to the New Member Steering Committee. Trustee Clifton motioned to appoint Trustee Owens to serve as the Sandown Public Library representative for the New Member Steering Committee. Trustee True seconded and the motion carried unanimously.

The Library Directors will host a Koha Users' Group meeting on November 27 at the Local Government Center in Concord.

Circulation and Visits

Total September 2012 visits remained level with September 2011.

Total September 2012 circulation decreased 2% from September 2012 circulation. The Director reminded the Trustees that with the creation of the Cooperative, the SPL has moved to a 2 week loan period vs. a 1 week loan period. This change will affect renewals which also count towards circ numbers. Usage statistics for Atomic Training and the Gale databases are not available yet and will be added when received.

Events & Announcements

October Events

A total of 24 events are scheduled for October: 8 programs for adults; 10 for children; and 6 events for all ages. The preschool story hour program changed session times from Tuesday afternoons to Wednesday mornings at 9:30 a.m. in an effort to increase attendance.

Beyond the Basics in home decorating will be presented at the library on Oct. 24. The Library will collaborate with the Mothers Club on a Halloween Party for preschoolers through first grade on Saturday, Oct. 27.

November Events

11 events are currently scheduled for November. The Youth Services Department is still working on their programs. Adult programs include: Holiday Centerpiece Workshop; New England Stone Walls presentation (which is being sponsored by our Friends group) ; the movie and social will be held twice – once in the afternoon and then again at 5:30 p.m. Bruchetti's of Sandown will donate pizza for the evening event.

Facebook: The library has 145 Likes on Facebook.

Personnel and Training

The Library Director will be on vacation from Oct 18 – Oct. 31, 2012. Assistant Director Cathy Hassard will manage the library in the Director's absence. The Trustees agreed that Asst Director Hassard is authorized to sign the weekly payroll report during the Director's absence.

Pen Pal Program

The Library received 17 letters from children in Sandown, England to begin a pen pal program between the two libraries. Youth Services Librarian Jennifer Bryant is collaborating with Sandown North Teacher Linda Janvrin and the third graders in her class to participate in the project.

Computers

The power supply on the staff desk top computer stopped working. The computer was still under warranty so HP sent a technician to repair.

The network hookup on the public printer is working on an intermittent basis. So far the staff and Adel-XT have been able to restore connection. Adel-XT noted that the hookup is quite old and may need to be replaced. The Library Director will monitor the situation.

The members of the Technology Committee were not present to review any items. However, Trustee True reminded the Director that she needs to update the Technology Plan and send the changes to Trustee True.

Friends of the Library

The Friends group will host a Book and Bake Sale at the Town Wide Yard Sale on Saturday, Oct. 20. The O'Neill Cinemas Movie Pack fundraiser runs from Saturday, Oct. 13 – Oct. 27. Flyers were sent home through the elementary schools. Next Friends meeting is on Monday, Dec. 3 and is their annual holiday party and cookie swap.

Repairs and Maintenance

Northeast Door repaired one of the receivers on the handicapped door system.

Old Business

Policy Review

Registration Form update - pending

Outreach programs –

JFK presentation – The Library Director is waiting to hear back from a contact at TRHS Pac about collaborating between the libraries and the school on a performance about JFK in 2013. The Director received an enthusiastic response from the performer about working with the library and the schools.

Densen Memorial Reception

The Densen Family is suggesting Saturday, April 27, 2013 for a memorial service in honor of Paul and Elizabeth Densen.

Overdrive Advantage

The Director reviewed the benefits of this program which will provide the Sandown Public Library users with additional e-books than available through just the NH Downloadable Books Consortium (a 250 member library consortium).

Fire Chief Inspection

The exit signs and emergency lighting have been repaired.

The Director is also waiting on bids from two contractors to add a crash bar to lower level exit door.

Landscaping and Basement Egress

The Selectmen intend to submit two warrant articles regarding improvements at the library. One for the lawn/irrigation system and one for the bulkhead egress.

New Business

Policy Review – nothing new to report

Video Games

The Library Director requested permission to use Fines money to purchase video games. Discussion ensued

Other

Next Business Meeting

Date and Time of next business meeting: Thursday, November 8, 2012 @ 6:45 pm.

Trustee Clifton motioned to adjourn the meeting at 7:54p.m. Trustee Owens seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens

Secretary