



## SANDOWN PUBLIC LIBRARY

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

### *Sandown Public Library Trustees*

### *Meeting Minutes **FINAL***

***October 20, 2011***

#### Attendance

Trustees: Steve Clifton, Diana True, Carol Stafford, and Louise Pajak. Tina Owens arrived late.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison James Devine

The meeting was called to order at 6:45 p.m.

The Library Director took the meeting minutes until Secretary Tina Owens arrived.

#### Approval of Meeting Minutes

Approval of September 15, 2011 minutes

A motion was made by Trustee Pajak to approve the minutes as corrected. Trustee True seconded and the motion carried unanimously.

#### Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The budget is overall at 77% spent which is just where it should be. The bookkeeper pointed out a few line items that are under-spent but will be expended by the end of the year. The Library Director reviewed the network contract which was over by \$340 due to an oversight on the contract. The Library Director will discuss the 2012 contract with Adel-XT to renegotiate costs.

The office supplies line item is over budget due to the payment of the annual support fee for the upgraded ILS with ByWater Solutions. In accordance with RSA 202-A:11, money from the fines account can be used to upgrade the ILS system. \$5651.30 will be transferred from the fines account to the checking account to cover approved expenditures.

Acceptance of unanticipated funds/gifts – there were no donations or gifts to accept.

CIP: Trustee Steve Clifton discussed his meeting with the Planning Board regarding an expansion project for the library. The Trustees discussed whether they should submit a CIP warrant article to begin funding for an addition. The Trustees felt that they need to generate interest in a plan before they put a warrant article forward to the Town. The Library Director will notify CIP Chairman Matt Russell that the Trustees will not send a representative to the next Planning Board meeting.

#### Payroll and Benefits Management Program

The Library Director and the Bookkeeper spoke to the issues surrounding all aspects of the library taking over its own payroll management. Louise Pajak motioned that the Trustees separate library payroll from the Town payroll. The Library payroll will be managed by contracted staff. Carol Stafford seconded. Motion carried unanimously with four yeas and no nays.

Discussion ensued regarding participation in the New Hampshire Retirement System and the steps to complete the process.

Trustee Louise Pajak motioned that the Sandown Public Library Board of Trustees elects to include its eligible officers and employees in the NHRS of the State of NH as provided by RSA 100-A effective January 1, 2012.

Trustee Carol Stafford seconded. Motion carried unanimously with four yeas and no nays.

Trustee Steven Clifton motioned that the Trustees elect to participate prospectively in the NH Retirement System's tax shelter program under the provisions of RSA 100-A:16, I(e) and Internal Revenue Code Section 414(h).

Carol Stafford seconded. Motion carried unanimously with four yeas and no nays.

#### ILS – Integrated Library Systems:

Chair Carol Stafford announced that the Letter of Agreement was approved and signed by the participating libraries (Sandown, Atkinson and Plaistow) on September 30, 2011. The contract with ByWater Solutions was also signed by the Library Director on Sept. 30, 2011.

Secretary Tina Owens arrived at 8:05 and assumed note-taking. Trustee Steve Clifton left early due to other commitments.

#### Circulation and Visits:

Total September visits increased 4 % from September 2010.

Total September 2011 circulation decreased -5% from September 2010 circulation.

The decrease in circulation was reflected in picture books and could have been caused in part by the late start to the new story hour program, which did not begin until the third week of September. Staff has also observed that families do not check out the large quantities of children's books they took out in the past. Parents limit the number of books to just a few at a time.

All other material types held their own as compared to last year's usage.

#### Programs & Announcements:

##### September Programs:

The library hosted 16 events in September: 7 adult programs; 8 children's programs and 1 for all ages.

A total of 106 people attended 15 of the events. 429 entries were submitted in the adult Summer Reading Raffle.

##### October Programs:

See attached calendar for October events.

Program Coordinator Judy LaPorte created an Upcoming Events brochure for October, which is available for patrons to take home.

##### November Programs:

Adult Programs include: Fuel Assistance, Genealogy, movie, book discussion, and two craft classes (gift baskets and holiday centerpieces).

Children's programs include: 2 movies, craft class, and story hours.

##### Friends of the Library:

"Sandown's Favorite Landmarks" jigsaw puzzle is now on sale at the library as a fundraiser for the Friends.

Facebook: The library now has 106 fans on Facebook. We are getting some nice comments or Likes from fans on certain events or Status Updates. Updates to the site are done by the Youth Services Director and the Library Director.

##### Personnel and Training:

Library Director Barbara Lachance will attend the NHLA Fall Conference on Friday, Nov. 4 in Concord.

Lachance will also attend a meeting in Hanover on Monday Nov.14 regarding Open Source ILS.

Eligible Library staff will have a floater holiday in observance of Veterans' Day.

A Library Staff meeting will be held on Friday, Nov. 18 to plan program ideas for 2012 and the migration to the upgraded ILS.

## **Computers:**

### Technology Plan Review

Nothing new to report

### Computer Replacement – pending

Computer Class – The Library Director is waiting to hear from Lynn MacDonald of Knowledge Tree about her availability to host a second computer class on email and Word. The Library Director will also survey area libraries for recommendations of other computer trainers.

## **Old Business**

Marlow Memorial Bench – pending

Energy Committee Report – September electric bill reflected a 15 kWh reduction in usage over September 2010.

### 2012 Budget Preparation

On September 28, the Library Trustees met with the Budget Committee to review the proposed 2012 budget, which was \$273,700. At that meeting the Budget Committee reduced the proposed library budget by \$1700 to reflect a bottom line budget of \$272,000. At a subsequent meeting of the Budget Committee that the Library Trustees were not invited to attend the Budget Committee made further reductions. The total budget now recommended by the Budget Committee is \$271,084.71 instead of the \$272,000 previously approved.

### Library Building Needs 2011

The Library Director submitted quotes to the Selectmen's Office for upgrades to the library landscape. She also asked if possible that some of the pruning work be done now. The Selectmen's Aide said she would look into that request.

The Town Custodian reported that he repaired the library drain spouts. He is still hopeful that he will be able to paint the railings before the first frost.

Pre-school Story Hour Program – The new program with Jennifer Dawley is going very well. The Tuesday session has averaged 10-12 children each week. The Wednesday session has been much smaller with only 2-4 children a week. The Youth Services Director suggested that they try doing a morning and afternoon session on Tuesdays since Tuesdays seem to be the more popular day. The Library Director requested that the Board approve continuation of the Story Hour Program for another six weeks. Discussion ensued and agreed to the continuation based upon the success of the programs thus far. Trustees agreed switching the second program to a day other than Wednesday is a good strategy.

## **New Business**

Master Plan Community Forum – Correspondence was received inviting the Board of Library Trustees to attend the Community Forum for the Master Plan on Thursday, Oct. 27, at 6 p.m.

Library Insight SIP2 for ILS – This is a robust software program the library uses for its calendar of events, registration for programs, reservation of museum pass, etc. The owner of the software program notified the Library Director that there is a version of Library Insight that will be compatible with our news ILS. The Library Director shared examples of the time saving steps the new version will offer. The cost to upgrade to the new system is a one-time software fee of \$500. The Library Director has approval for purchases of \$500 or less without needing a motion from the Trustees.

ILL Van Service petition and Letter - The Library Director reminded all of the Trustees to sign the petition. The NH Library Trustees Association (NHLTA) is working to get as many as 50,000 signatures to present to the State Legislature in defense of keeping the ILL Van Service.

Work Opportunities Volunteer - The Library Director educated the Trustees on this work program for Special Needs young adults. Trustee Pajak recommended that the Library Director agree to provide some work opportunities on a trial basis of four weeks.

Carpet Replacement costs - pending

OTHER – no additional items were raised for discussion.

Next Business Meeting

Special meeting to be held Saturday, October 22, 2011 at 9am

Date and Time of next business meeting {Thursday, November 17, 2011 @ 6:45 pm}

Trustee Pajack motioned to adjourn at 9:15 p.m. Trustee Owen seconded and the motion carried unanimously.

Respectfully submitted, Tina M. Owens, Secretary