



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees Meeting October 24, 2013

Attendance

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

In Absentia: Selectmen's Liaison, William Treanor

Guest: Kirsten Rundquist Corbett

The meeting was called to order at 7:00pm

Financial Report

The Bookkeeper presented the expenditures to date on the 2013 budget; discussion ensued.

Acceptance of unanticipated funds

Trustee Pajak reported there is a donation of \$92.84 from the Sandown Garden Club to be spent on books and a donation of \$250 from the Community Resource Association of Hampstead which is closing its doors and sharing its resources with the community. Trustee Pajak motioned to accept the donations as designated. Trustee Stock seconded and the motion carried unanimously.

FY2014 Draft Budget – Questions and Discussions

The Finance Director reported we have the increase in Primex workers comp amount for FY2014: \$493

The NH SUI – compensation in 2013 was \$1,219 (or 1.38%) and in 2014 will be \$690 (.77%); this is based upon wages

- Health Reimbursement Account: two items were discussed in an effort to understand options with this line item now that the Budget Committee is proposing to cut the \$7008 expense.
 - How much spent to date? It was determined about 75% of this line item has been spent which is on track.
 - Is this a contractual arrangement? - an official signed document was located in the employee's personnel file.
- Warrant Article option – (warrant articles are due by Dec 18th) –Trustee Owens proposed the Trustees consider going before the town to ask for a second full-time position; discussion ensued
- Submission of revised budget: The Public Hearing on all budgets – Dec 18th. the Trustees agreed we need to attend

FY 13 Budget - End of year spending

Approval of added expenditures

AED - budgeted (\$865); Asst Director Hassard anticipates this will be installed the weekend of 10/26-10/27. Trustee True will then need to report to the State that the installation is complete and where it is located in the building.

Trustees agreed that we will wait for the new Director to contact the Fire Department to set up training.

East Coast Security – New security contract (\$3,535)

Is Installation complete? Trustee Stock reported the installation is not complete but it should be completed by end of day on 10/25/2013; Trustee Stock will be present for the final installation. Trustee Stock reported that the Security System power supplies will need the outlet that is currently being used by the coffee pot. The library has to either move the coffee pot or have a new outlet box installed to accommodate the security system. The Trustees agreed to move the coffee pot for now and decide on the installation of a new outlet in November.

Adel XT - after repairs from lightning strike

Trustee Stock has all the documentation of AdelXT's time and is filling out insurance form. Town Manager suggested the library go forward with buying the new server and other damaged equipment and submit the expense to see if the insurance company will reimburse. The deductible is \$1000. The replacement cost for the server is \$3150.

Purchase of 2 new laptops_–

Adel XT to provide a breakdown of what is needed for us to purchase. Former Director did this in the past. Check past orders with HP. Trustee Stock reported that AdelXT is investigating Dell Computers because the HP computers are too large and expensive for what is needed in the library

Approval of Minutes

September 19, 2013 minutes – Tabled until November meeting

September 24, 2013 minutes – Tabled until November meeting

News & Views of the Director

Circulation and Visits (see notes)

Programs & Announcements

Trustee True provided details on programs from late September to now. Discussion ensued

Old Business

- Oil Delivery – completed by Suburban Oil. Trustees agreed new Director should get details on Town's deal with new oil provider.
- Former Director's e-mail account – Hassard is answering; need to transition to new Director once in place.
- Conference Attendance - Jen Bryant attends Young Adult Library Services annual program. Trustees agreed new Director should get a report
- Deep Freeze payment - Paid by debit card last year. Is this paid? Trustee Stock reported the invoice, according to the company, is not anticipated until November.

New Business

- Local Authors Program
 - Employee Judy Laporte provided following details in a 10/22/2013 email: "I have been approached by a couple of local authors requesting to do a book talk at the library and they would like to sell autographed copies of their books. If I book a local author to do a book talk at the library, are they allowed to sell their books?"
 - The Trustees agreed to allow for the program and the selling of the books; the selling of the books will not be publicized.
 - 34 people attended the recent Haunted Lighthouse program.
- New Director: Kirsten Rundquist Corbett – offer letter signed.
 - Start date? November 18, 2013
 - Trustee Owens to meet with and announce to Library Staff? – Tuesday Oct 29th
 - Notification to Board of Selectmen? Trustee Owens drafted letter which Trustee Chair Stafford will review, sign and deliver to Selectmen's office
 - Background check – Trustee Owens will check with Chief Gordon and advise the new Director on how to proceed.
 - NH Retirement and Healthcare Forms – Trustee Owens asked the Bookkeeper to get the updated forms.
 - Director@sandownlibrary.us needs to transition to Director Rundquist Corbett once she starts.
- Wireless Walk IN system: Trustee Stock reported the fees continue to increase. Trustees agreed to table any discussion on migration to this system after the first of the year.

Next Business Meeting

Date and Time of next business meeting {November 21, 2013 @ 6:45 pm}

Date and Time of Budget Public Hearing {Dec 18, 2013}

Trustee Stafford motioned to adjourn the meeting at 9:32pm. Trustee Stock seconded and the motion carried unanimously

Respectfully submitted,

Tina Owens