



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
Meeting Minutes
November 17, 2011

Attendance

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

Library Director: Barbara Lachance

Selectmen's Liaison: James Devine

In absentia: Bookkeeper Patricia Sarcione

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

Approval of Meeting Minutes

Approval of October 22, 2011 minutes

Only three Trustees - Trustees Pajak, Stafford and True - were present at this meeting and therefore are the only ones who could vote to approve the minutes. A motion was made by Trustee Pajak to approve the minutes as corrected. Trustee Stafford seconded. Motion carried. Trustees Pajak, True and Stafford voted unanimously to approve. Trustees Owens and Clifton abstained.

Finance Report

Financial Reports –

The budget is overall at 83% spent which is on track. The Library Director pointed out a few line items that are under-spent but will be expended by the end of the year.

Acceptance of unanticipated funds/gifts:

\$25.00 gift card from Hannaford's Supermarket to defray costs of craft workshop

\$104.50 donations from participants to defray costs of craft workshop

Trustee True motioned to accept the unanticipated funds/gifts as reported; Trustee Pajak seconded and the motion carried.

Payroll and Benefits Management Program

The Library Director updated the Board that all necessary paperwork has been submitted to the NH Retirement System including the Library's own taxpayer identification number (EIN). The NHRS Board will make a decision on the application at their December 2011 meeting.

The Library Director suggested that the next step should be for the Board to inform the Board of Selectmen (BOS) of the change in payroll management. The Library's Bookkeeper and the Library Director should meet with the Town's Finance Director to prepare for a smooth transition of payroll management.

The Library Director asked Selectman's Liaison Devine for best process to notify the BOS. Selectman Devine recommended sending a letter. The Library Director will compose a letter for the Trustees review and will be signed by the Chair of the Trustees.

ILS – Integrated Library Systems:

Three days of staff training on the update ILS system has been scheduled for December 14, 15, 16. The location of the training will be at Kimball Library in Atkinson since they have the largest meeting room. The Library Director requested that the Library be closed on Thursday, Dec. 15 so that all staff can attend training on the circulation system which will be the most comprehensive module to learn. This will also give the staff the opportunity to meet the library personnel from the other two libraries in the cooperative which will be beneficial for communication once the system is in place in 2012. Select staff members will attend the training on the other two days.

Trustee Owens motioned to close the Library for ILS staff circulation system training on Thursday December 15, 2011. Trustee True seconded; discussion ensued. A vote was called with four (4) in favor: Trustees Owens, Pajak, Stafford and True; one (1) opposed: Trustee Clifton

The Library Directors from the three towns in the Southern New Hampshire Library Cooperative (SNHLC) meet regularly to prepare for the upcoming migration to the upgraded ILS system. The three Directors agreed that the following policy issues need to be discussed with their respective Board of Trustees:

1. Non-resident fee: \$75.00 / min \$65.00
2. Loan Periods: do we need to agree? Atkinson: 3 weeks; Plaistow: 2 weeks; Sandown: 2 weeks
3. Grace Period: Plaistow – 1 day grace period; Atkinson – no grace period; Sandown – 1 week grace period
4. Change fines to 10 cents/day – Plaistow and Sandown
5. Walk-in patrons – do they receive same privileges as town residents?

Circulation and Visits:

Total October visits decreased -5% from October 2010.

Total October 2011 circulation increased 6% from October 2010 circulation.

Events & Announcements:

October Events:

The library hosted 26 events in September: 12 adult programs; 13 children's programs and 1 for all ages.

A total of 236 people attended 25 of the events. 222 entries were submitted for the Friends Made in NH Raffle Basket.

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.

December Programs:

Adult events include: Craft Class, movie, knitting and book discussion.

Children's events include: story hours, craft class, chess club, and Rockin' Readers book group.

Recreation Department asked the library to co-sponsor a magician on a Sunday in December as part of the Tree Lighting Ceremony. The Library Director questioned whether the library should participate in a program that is held during closed library hours. This defeats the purpose of bringing people into the library to check out materials. However, it would build community partnership to be involved in the event.

Friends of the Library:

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

The Friends are also sponsoring a "Literary" cookbook in memory of Hazel Marlow. Recipes may now be submitted online to be added to the community cookbook. The Friends invite the Trustees to each submit five recipes if possible.

Facebook: The library now has 107 fans on Facebook.

The Library Director presented a draft policy for the use of the Library's Facebook page based on information obtained at the NHLA Conference. Until the policy is approved, the Library Director changed the settings so that no one but the moderator may post or comment on the page.

Personnel and Training:

The Library Director attended 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 to prepare for the migration to the upgraded ILS.

Computers:

Technology Plan Review

Nothing new to report

Computer Replacement – the Library Director ordered two new computers for the library as approved at an earlier meeting of the Board.

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 did not receive any recommendations of other computer trainers from other area libraries. Trustee Stafford suggested talking to the Timberlane Evening Class Coordinator Renzo Binaghi about possible instructors.

Old Business

Marlow Memorial Bench – pending

2012 Budget Preparation

Town Meeting Dates: 1/10/12 - petition warrant articles to Selectmen
1/17/12 – Holder for the Budget Committee Public Hearing
1/25/12 – 2/3/12 - Declare candidacy for office: Trustees Owens and Pajak need to declare
2/4/12 - Deliberative Session
2/11/12 – Deliberative Session (snow date)
3/13/12 – Town Elections

Library Building Needs 2011

Irish Pride Landscaping donated their labor and pruned all the bushes and shrubs around the library building on November 10th.

The Town Custodian completed the painting of the railings, doors, and shutters. He also replaced broken drainpipes from roof.

Remaining items: Staining the emergency exit stairs; fixing the bulkhead to prevent rodents from entering.

ILL Van Service petition and Letter - The ILL van service petition with four pages of signatures from town residents was mailed to the NHSL Librarian to be included in his report for the NH State Finance Committee. The Letter from the Trustees was also mailed to NHSL Librarian Michael York.

Work Opportunities Volunteer – The Works Opportunity Volunteer began his community service at the library on Monday, Nov. 14.

New Business

Adel-XT Computer contract – The contract reflects a decrease in costs to reflect the 2012 budget line for network services of \$5100.

Carpet Replacement costs – Ed’s Flooring America in Plaistow gave a rough estimated cost for new carpet of approximately \$9000.00 based on 5000 sq. feet, commercial grade material, and removal of old flooring. This is not a quote or bid price.

NHLA – “Transforming Our Image” - The Library Director discussed with the Board a change in language used to refer to the library’s role in the community. The discussion was based on a workshop and journal article presented at the NHLA Fall Conference. Discussion ensued.

Facebook Page Policy – The Library Director reported on a program at the NHLA meeting regarding setting a Facebook Page Policy for a library Facebook page. Discussion ensued. The Library Director requested the Trustees give thought to creating such a policy and we will discuss at a future meeting. The Library Director also reported she has the Library’s Facebook page set to not allow any commenting at this time.

Correspondence – The Library Director shared a letter that she received from the niece of former Trustee Amelia Leiss.

Library Barcode Supplies – All library materials must be re-barcoded for the migration to the upgraded ILS system. The library’s barcodes are only 5 numbers and the new barcodes must be 14-digits for uniformity and better identification of ownership. The NH State Library has a discount contract on the barcodes. The library will need 40,000 barcodes at a

cost of \$16.75 per thousand plus shipping and handling. Total cost is \$720.00. Trustee Pajak motioned to approve the expense of \$720.00 to purchase the barcodes. Trustee True seconded and the motion carried unanimously.

Holiday closing – The Library Director requested that the library be closed on Monday, Jan. 2, 2012 in observance of New Year's Day. The Trustees approved this scheduling change.

OTHER

Trustee True presented a plan for scheduling a "Know Your Library" program and offer guided tours to help our customers learn more about the library and how to use it. Discussion ensued. A decision was made to wait to schedule such a program until after the ILS has been installed/launched.

Trustee Clifton requested a status on loaning the Wii games. Trustee Clifton is curious if such a program could become a place for folks to donate games no longer used as well as an opportunity for people to try out new games before purchasing. Clifton requested this topic be added to future agendas to insure the opportunity is discussed.

Next Business Meeting

Date and Time of next business meeting {Tuesday, December 13, 2011 @ 6:45 pm}

Trustee Pajak motioned to adjourn at 8:36p.m. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted, Tina M. Owens, Secretary