



## SANDOWN PUBLIC LIBRARY

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

### **Sandown Public Library Trustees Meeting November 21, 2013**

#### **Attendance**

Trustees: Carol Stafford, Pete Stock, Diana True, Director Kirsten Corbett, and Bookkeeper, Patricia Sarcione

In Absentia: Trustees Tina Owens and Louise Pajak, and Selectmen's Liaison, William Treanor

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

#### **Financial Report**

Financial Report: The Bookkeeper presented the expenditures to date on the 2013 budget; discussion ensued. To date 77.73% of budget has been expended. Trustee Stock stated that we still haven't received a bill from Adel XT for the repair to the server; approximately \$3,000. The bill for East Coast Security will be paid for out of repairs and maintenance.

Acceptance of unanticipated funds: There were no unanticipated funds.

**FY2014 Draft Budget – Discussion on draft budget and all topics beneath were tabled until next meeting.**

- Health Reimbursement Account- options
  - Is this a contractual arrangement? Louise update from LCG?
- Warrant Article option – (warrant articles are due by January 14, 2014 ); do we pursue a new full-time position
- Submission of revised budget – is it ready?
- Public Hearing on all budgets – Dec 18<sup>th</sup>; we need to attend

#### **FY 13 Budget - End of year spending**

Trustee Stafford stated that she would like to meet early in December to review budget to determine if there will be any remaining money to be returned to the town by the end of the year. Discussion ensued regarding several anticipated bills which we would need to encumber prior to end of year; \$3,000 Adel XT, and recorded books \$4,100 were a few.

#### **Approval of Minutes**

October 24, 2013 minutes – The minutes for the October 24, 2013 meeting were reviewed. Revisions were made to the minutes and they were kept in draft form until the circulation and visit notes were added. Once added they will be approved at the next meeting.

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

Circulation and Visits – Circulation and visits are both up from last month.

Programs & Announcements – It was discovered that both the adult and youth services press releases weren't making it into the paper consistently because of a change in the submission procedure. Things seem to be back on track now. There were a total of 21 library sponsored events (all age categories) in the month of November with 153 in attendance.

- Youth Services: December will be a busy month. Jenn Dawley will continue to hold Thursday story hours with topics covering winter, snow and the holidays. Hawke the Dog will be in the first week in December. Several new release children's movies will be shown on Saturdays in December. Regular programs continue: chess club, Lego Club, and Rockin' Readers Book Group which is scheduled to read The Book Thief. There will also be a winter story and craft time for school age children, as well as a Ladybug book pajama story time for preschool through 3<sup>rd</sup> grade.
- Adults: Special events held in October & November were Feng Shui Fall Cleaning (13 attendees), Haunted Lighthouses (34 attendees), Affordable Health Care Act (18 attendees), Friends of the Library Cookbook Tasting (25 attendees). Ongoing events for adults are Cribbage & Cards, Book Discussion Group, and Movie & Social Night.

## **Old Business**

- AED – The AED box has been mounted to the wall. Trustee True will contact Bill Wood from the State of New Hampshire Division of Fire Standards & Training and Emergency Medical Services to set up a date for him to visit the library and provide an in-service on the functionalities of the AED. Once employees have received this training, Trustee True will register the AED device with the State of New Hampshire. Director Corbett will contact the Fire Department to set up CPR training for the staff.
- East Coast Security - Trustee Stock provided additional information from East Coast Security. Apparently the pull boxes were not included in the initial quote. At the present time, the pull boxes have blue tape on them because they are not functioning. It will cost an additional \$1,450 to rewire all the pull boxes and hook them up to the new East Coast Security system. When the boxes are pulled the alarm will go to the company who will report to the Fire Department. Discussion ensued on various options. Trustee True made a motion to appropriate \$1,450 to East Coast Security to connect the pull boxes to their command center. The motion was seconded by Trustee Stafford; all approved.
- Adel XT – Update on repairs from lightning strike – Trustee Stock stated that he was still waiting for the final bill from Adel XT for services. After all bills are received, he will submit the statements to Lyn Blaisdell who will submit the paperwork to the insurance company. Discussion ensued regarding what would happen if the insurance company reimbursed the library in a different fiscal year. Would we be able to spend money from a prior fiscal year? The bookkeeper stated that she would research this further but thinks the money would be handled as unanticipated revenue.

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- Purchase of 2 new laptops – Trustee Stock stated that both laptops have been received and have been activated.
- Oil Delivery- Suburban Oil Company came out and filled the tank; however, wires were dislodged during the fill. Director Corbett will contact them to come out for repair.
- Former Director's e-mail account – Director Corbett is currently utilizing the generic director e-mail account [Director@sandownlibrary.us](mailto:Director@sandownlibrary.us) and wants to keep that e-mail. She stated that she didn't see a need for a personal e-mail.
- Deep Freeze payment – Trustee Stock provided the Deep Freeze bill to Adel XT who will pay the bill and submit charges to the library.

### **New Business**

- New Director – Director Corbett has spoken with Former Director Lachance on the phone. They have decided to meet after Thanksgiving for more formal training. Director Corbett has started to review the library policies, the library website, and observing library operations. Director Corbett provided the following observations, questions, and suggestions for change:
  - Holidays/days off should be added to the calendar of events on the website.
  - She also showed the Trustees a book shelf of “what the staff is reading” that she would like to add to the front page of the website.
  - She asked if there was a welcome packet for new patrons. If not, she stated that she will be compiling something.
  - She stated that she didn't see a need for the “dummy card” to sign patrons onto the computer now that we have the TLM system?
  - She will be ordering a name tag for herself and one of the new pages.
- Anonymous Letter – Director Corbett received an anonymous letter from a new town resident. The letter welcomed her in her new role as Director and also provided impressions of their visit to the library as a new patron; not all positive. Director Corbett read the letter to the trustees and she will share the letter with staff.
- NELA Involvement – Director Corbett informed the trustees that she is the secretary for NELA. This commitment is one Friday a month until October. She wanted to know if this could be considered a work day when she attends these professional conferences and or should it be considered on her own time. Further discussion of this was tabled until the December meeting when the entire board is present.

- Story Hours – Trustee Stafford discussed her concern over the change in story hour times. The morning story hour was cancelled. Director Corbett will discuss this change with staff and approach the Youth Services Director about starting up a morning story hour or lap sit story hour.
- Lights – Trustee True raised some concerns about the parking lot spotlight. The light is run on a sensor and doesn't seem to be working. Also, the back porch light is not working. The Director will look at the timer for the outside spot light and ask Barbara if she runs into difficulty. The custodian will be approached to replace the back porch light. If she is unable to replace the light, she will notify the Town for assistance.
- Reception for New Director – After discussion, it was decided that a reception would be held on either December 7 or December 14 from 1pm – 3pm for the new director. This would allow patrons to drop in on a Saturday afternoon to collect books for the weekend and meet the new director. Trustee Stafford will approach the Friends of the Library about providing refreshments.
- Local Authors Program – The authors of a new book about Sandown will speak at the library on Wednesday, Dec. 4 at 6:30 p.m. Long-time residents Arlene Bassett and Barbara Lachance co-authored the book, “Sandown,” as part of the Images of America series from Arcadia publishers. Copies of the book will be available for purchase. The book captures the history of the town from its very beginnings in 1756 up to the 225th celebration in 1981 through 250 historical photographs. Residents are invited to attend this event to learn more about their community and the people that have lived here.
- Youth Services Director – The Youth Services Director provided an update of her attendance at the recent YALS conference. She stated that this conference enables library staff to hear about new authors. One of the things discussed at length was the implementation of *Maker's Space*. Several libraries who have put this concept in place gave presentations. Those libraries have a space allotted for “creating and making” things. The Youth Services Director also attended CHILIS where she was able to obtain summer reading manuals for 2014 Summer Reading Program – “Fizz Boom Bang”.

### **Next Business Meeting**

Public Hearing (Town Budget): {December 18, 2013}

Date and Time of next business meeting {December 12, 2013 @ 6:45 pm}

Trustee True motioned to adjourn the meeting at 9:10pm. Trustee Stafford seconded and the motion carried unanimously

Respectfully submitted,

Diana True  
Trustee