



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
*Meeting Minutes **FINAL***
November 8, 2012

Attendance

Trustees: Louise Pajak, Carol Stafford, Diana True, and Steve Clifton
Library Director: Barbara Lachance
Selectmen's Liaison: James Devine
In Absentia: Bookkeeper Patricia Sarcione and Trustee Tina Owens

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

Finance Report

The Library Director presented the financial report. Overall budget is 89%. Discussion ensued. Trustees recommended that the library director fill the oil tanks with remaining monies.

The Library Director requested that all fines money be collected together rather than separating video and book fines. It would be a simpler procedure at the circulation desk and made no real difference in accounting. The Trustees agreed to the change.

Acceptance of unanticipated funds/gifts – no funds to accept this month.

2013 Proposed Budget

The Board of Trustees discussed what items should be included in the 2013 Default budget. It was agreed that the Story Hour contract should be included in the default budget.

Payroll and Benefits Management Program

Nothing to report

2013 Payment Schedule will be discussed and signed at the December meeting after the 2013 benefits amount is known.

Approval of Meeting Minutes

Approval of October 11, 2012 was tabled.

ILS – Integrated Library Systems

Circulation and Visits

Total October 2012 visits increased 7% over October 2011.

Total October 2012 circulation increased 6% over October 2012 circulation.

Events & Announcements

November Events

23 events are currently scheduled for November - eleven events for children include: Game Day on Election Day; Wii games; and movie event and eight adults 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. There are also five programs for all ages.

The Library will be closed on Monday, Nov. 12 in honor of Veterans' Day and on Thursday, Nov 22 and Saturday, Nov. 24 for the Thanksgiving Day Weekend.

Facebook: The library has 149 Likes on Facebook.

Personnel and Training

Youth Services Director attended the Merri-Hill-Rock Coop meeting on Wednesday, Nov. 7 in Candia.

Due to inclement weather, the Library Director did not attend the NHLA Fall Conference in Gilford on Thursday, Nov. 8.

Pen Pal Program

Seventeen response letters from Mrs. Janvrin's third grade class have been mailed their pen pals in Sandown England. According to Mrs. Janvrin, the children are very excited about this project.

Surplus Book Program

The Library received 40 books from Senator Kelly Ayotte's Office that were from the Library of Congress' Surplus Book Program.

Computers

Technology Plan Tabled

Friends of the Library

The Friends group held their Book and Bake Sale at the Town Wide Yard Sale on Saturday, Oct. 20. The O'Neill Cinemas Movie Pack fundraiser ended on Saturday, Oct. 27 and 128 movie packs were sold. The Friends received \$1152 from the fundraiser. The Friends will begin promotion of the TD Bank Affinity Program.

Next Friends meeting will be held on Monday, Dec. 3. This meeting is their annual holiday party and cookie swap.

Repairs and Maintenance

Carpets and furniture were cleaned over the Columbus Day Weekend.

Old Business

Policy Review

Registration Form update - pending

New Business

Policy Review – nothing new to report

The Trustees decided not to pursue any promotional Library Calendars.

The Library Director notified the Trustees about an incident that happened on the library grounds on Nov. 8. The Sandown Police responded.

The Library Director recommended that three 2007 desktop computers be replaced. Discussion ensued. Trustee True motioned to purchase three computers for \$3200 to replace three 2007 computers. Trustee Pajak seconded and the motion carried unanimously.

Other

Next Business Meeting

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

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

Respectfully submitted,
Barbara Lachance
Library Director