



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
Meeting Minutes FINAL
January 19, 2012

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: James Devine

The meeting was called to order at 6:52 p.m.

Finance Report

Financial Reports –

100% of the 2011 budget was spent.

2012 Budget:

Due to the re-barcoding project, the payroll line of the budget will be over budget for January. The Library Director will keep a close watch on the payroll during future months and adjust staffing as needed.

The Library Director received a revised 2012 Budget for the Library from the Town's Finance Director. At their public hearing, the Budget Committee reduced the library's budget again under the budget lines NH Retirement, Social Security, and Medicare.

Acceptance of unanticipated funds/gifts:

\$50.00 donation was made to the Library from Cheryl Campbell in honor of Connie Webber, a resident at Fox Den.

\$300.00 donation was made to the Library from Dr. and Mrs. Wayne White of Sandown.

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

Payroll and Benefits Management Program

The Library Director reported that on December 22, 2011, the library received word that the Town's Health provider agreed that as long as the library received funding from the Town that the library employee could be covered under the Town's health insurance policy. With this approval in place, the Library Director and the Library Bookkeeper immediately began the payroll management process so that the library could begin on January 1, 2012. The library is now processing weekly paychecks for all library employees. Workmen's Compensation and Unemployment insurance is covered through Primex, the same service that the Town uses. Everything is all set with the NH Retirement System (NHRS) as well.

The Library Director will re-submit a request to the Department of Labor to change to bi-weekly payroll.

Approval of Meeting Minutes

Approval of December 14, 2011 minutes

A motion was made by Trustee True to approve the minutes as corrected. Trustee Clifton seconded. Trustee Pajak abstained. Motion carried.

ILS – Integrated Library Systems:

Migration to Koha, the open-source circulation system is scheduled for January 30, 2012. ByWater Solutions is working steadily on the process with a test site available for library staff from each town to use.

All library staff and one volunteer are working on the re-barcoding process of all library materials during their regular hours when possible and during closed hours. The library staff has targeted the most popular collections to be completed first. The Library Director reported that overall about half the collection (20,000 items) has been re-barcoded.

The Library Directors hired Laurie Ota, a marketing consultant, to assist the co-op with promotion and publicity for the launch of the co-op. A logo has been created as sample of which the Director circulated to the Trustees. A reproducible brochure and a press release will be ready very soon. Publicity will officially be released next week to the major area newspapers.

Circulation and Visits:

Total December visits increased 5% from December 2010.

Total December 2011 circulation increased 12% from December 2010 circulation.

2011 visits were level with 2010 visits.

2011 circulation increased by 1 % over 2010 circulation.

Return on Investment (ROI) for 2011: For every \$1.00 spent for the library, residents received \$3.80 in services.

Events & Announcements:

January Programs:

Adult events include: Beading Class, movie, health workshop, Chinese New Year, knitting and book discussion.

Children's events include: story hours, wii games, movie, chess club, and Rockin' Readers book group.

The library will also host sessions on how-to use the new catalog system at the beginning of February.

Facebook: The library now has 107 fans on Facebook.

Discussion of the draft policy for the use of the Library's Facebook page was tabled until next meeting. 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

Computers:

Technology Plan Review - Nothing new to report

Computer Replacement – The Director is making progress but reported that HP has been very difficult to work with even though their pricing maybe competitive.

Computer Class

The Director lamented that most calls to prospective trainers that could run such classes do not return calls. The Director suggested the Youth Services Coordinator is one possible resource to teach the classes. Discussion ensued with the Trustees. Trustee Stafford noted that she would prefer to use a teacher. Trustee Pajak suggested contacting Jacqueline Coffey. Coffey teaches computer classes during the Summer at Timberlane Regional and Pajak reports she is quite popular. The Director will contact Ms Coffey and report back to the Trustees.

Friends of the Library:

The next Friends meeting is Monday, January 23, 2012. Steve Clifton will be representing the Trustees at the meeting. The Friends are in great need for additional recipes. Deadline for submitting recipes is 2/11/12.

Old Business

Marlow Memorial Bench – A copy of Christopher Robinson’s Eagle Scout proposal was reviewed.

2012 Budget Preparation

Deliberative session is scheduled for Saturday, Feb. 4 beginning at 8 a.m.

Library Building Needs 2011

Nothing new to report

Carpet Replacement costs –Ed’s Flooring America in Plaistow do not recommend repairing the carpet. The Director and the Trustees agreed we should seek a second opinion.

Warrant Article

The Library Director reported that the Selectmen voted not to submit a warrant article requesting funds for loam and seed at the Library.

Lending Video games – pending

New Business

Adult Workshops and Events

Trustee True reported on several programs in the area that she and her husband have been attending; all of which have been very good. Trustee True shared thoughts and ideas on how the Sandown Library could leverage programs offered through the NH Humanities Council. Discussion ensued.

PLA Conference: The Library Director requested approval to attend the PLA 2012 conference March 13-17 in Philadelphia. Trustee Stafford motioned to cover the travel and registration costs for the Library Director to attend the conference. Trustee Pajak seconded and the motioned carried unanimously. The Trustees agreed to discuss per diem expenses at the February 2012 business meeting once the Director is able to research and provide additional details.

Next Business Meeting

Date and Time of next business meeting {February 16, 2012 @ 6:45 pm}

Trustee Pajak motioned to adjourn the meeting at 8:20pm. Trustee True seconded and the motion carried unanimously. Respectfully submitted, Tina M. Owens, Secretary