



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees Meeting December 19, 2013

CALL TO ORDER

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

ATTENDANCE

Trustees: Carol Stafford, Pete Stock, Diana True, Director Kirsten Corbett, and Bookkeeper, Patricia Sarcione; Trustee Louise Pajak arrived at 8pm
In Absentia: Selectmen's Liaison, William Treanor

FINANCE REPORT

Discussion ensued regarding budget expenses thus far and remaining purchases. There were no unanticipated funds for acceptance.

FY2014 DRAFT BUDGET - QUESTIONS

Health Reimbursement Account-

After this benefit being a part of the library budget since 2001 for the Assistant Director position, the Budget Committee voted to strike the \$7008 expense. The potential loss of this benefit is significant for the Asst. Director position.

- Trustee Pajak inquired with the Local Government Center on the status of this agreement for the position being a contractual arrangement. The LGC reminded Trustee Pajak, the Budget Committee serves only in an advisory capacity and the Budget Committee using the Town's practice of not providing any health insurance for town employees is not relevant. When Trustee Pajak requested clarification, the LGC noted Library Employees are not Town Employees so a comparison of practices is irrelevant and this health reimbursement benefit is not health insurance. Discussion among the Trustees ensued.
- The Trustees discussed a plan on how to tackle this change at the Deliberative Session.
- The Trustees asked Director Corbett to work with the Asst. Director to schedule a closed session meeting with the Trustees to discuss the issue.

Warrant Article option – (warrant articles are due by 4 p.m. on January 14, 2014). Trustee Owens raised the question of pursuing a second full-time position for the library. Discussion ensued and it was determined there will not be a warrant article written for a second full-time position.

Director Corbett reminded the Trustees the final public hearing on the Town Budget is scheduled for **January 16 2014**, when all budgets will be reviewed. Trustee Owens will attend to observe the discussion.

Director Corbett reminded the Trustees the Town Deliberative Session is scheduled for February 17 2014. All Trustees have been asked to attend.

RETURNING 2013 BUDGET MONEY TO TOWN

The Trustees agreed to return to the Town the total amount of monies left from benefits for the former Library Director position in the amount of \$9,363.72.

FY 13 BUDGET - END OF YEAR SPENDING

The Director presented the list of year-end expenditures.

Tablet computer(s) for in-library use. The Director explained at least two applications for adding Tablets for in-library use. First, there are limits on iPads for use of services like Tumblebooks which cannot run on iPads due to a Windows compatibility issue. With Tablets the library gains Windows compatibility and more accessibility for patron. The Director also noted all of the Library's magazine subscriptions automatically come with a digital access account. Tablets would allow the library to provide dual copies for each magazine subscription.

Cost for 2 tablets would be \$1252 which includes:

(2 Tablet computers = \$549/ea; Surface 2, \$20/ea for 2 screen protectors, \$13/ea for 2 covers and cases for each Tablet at \$40/ea.

Trustee Pajak motioned to authorize for the Director to purchase 2 tablet computers with all components listed above for a total not to exceed \$1252. Trustee Stock seconded and the motion carried.

The Director and staff reviewed the current shelving arrangement for our growing DVD collection and determined the need for more shelving. DVDs are one of the most heavily circulated items in the collection. Trustee True motioned to authorize the Director to purchase additional shelving at \$758; Trustee Pajak seconded and the motion carried.

Wowbrary

Director Corbett provided details on a new Internet program which allows libraries an efficient and similar method for promoting new book acquisitions. From the program's website:

“ Wowbrary was created to make public libraries more visible and accessible to everyone.

Wowbrary regularly informs you by email and/or RSS about your chosen public library's newest books, movies and music. We make it easy for you to browse through the latest additions and place a hold on a new title. This is a free user service supported by grants, donations, sponsorships, book sale commissions and volunteers.

Wowbrary is a project of Interactive Sciences, Inc., a California nonprofit 501(c)(3) public-benefit corporation that uses technology to help with social needs. Beginning in 2001, Interactive Sciences has been building experiments to research creative approaches to better connect people with the many resources available via their libraries. Wowbrary is the first of these innovations to be released for general use. As avid library fans, the staff and volunteers at Interactive Sciences are thrilled by the great interest it has aroused.”

The Director researched the impact this program has had at other libraries looking for ways to promote new additions to the collection and the success has been impressive in increasing awareness and building use of the library. The annual subscription cost to utilize the Wowbrary services is \$500. The Director will set up an initial 1 year account.

Youth Services Director (YSD) Jen Bryant reported many businesses reduced the amount of their free passes normally donated to help the library’s Summer Reading Program. Libraries in our district and surrounding southern NH communities all witnessed less prize donations. YSD Bryant researched the cost for Canobie Lake and Water Country passes to have on hand as awards for Summer Reading Program prizes (SRP prizes –Canobie Lake (\$26) & Water Country (\$39) passes. The Trustees agreed to purchase ten (10) passes to each amusement park should be purchased.

The DVDs in our collection need continuous cleaning and repair to extend their longevity. Currently, the library shares a disc cleaner/repair machine with six other libraries. The long wait to get the cleaner in-house reduces the Library’s ability to turn-around popular DVD’s quickly for the next patron resulting in frustrated patrons. Director Corbett researched the cost to purchase our own disc cleaner/repair machine and learned: \$1895 for machine from Demco and is waiting for a final quote on any warranty or maintenance package costs. Trustee Stock motioned to authorize the Director to purchase a disc cleaner/repair machine for an amount not to exceed for \$2500. Trustee True seconded and the motion carried.

XtrendAnalytics.com’s wireless walk-in people counter is an electronic device that will help the library gain more accurate statistics on monthly visitors to the library. This metric helps libraries understand usage. The current counter is old and unpredictable. Trustee Stock motioned to authorize the Director to purchase a wireless walk-in people counter for an amount not to exceed \$4000, Trustee Pajak seconded and the motion carried.

Approval of Minutes

November 21, 2013 minutes were reviewed. Trustee Stock motioned to approve the minutes as corrected. Trustee True seconded and the motion carried

News & Views of the Director

Circulation and Visits - discussion ensued

Programs & Announcements discussion ensued.

Old Business

- AED - budgeted (\$865);
 - The box has been installed and training from the Fire Department is set for January 10th @ 3:30, to be followed by annual staff meal that evening. This date and time were chosen to allow the Pages to attend both training and meal.
 - Trustee True gave the documents for registering the AED with the State to the Director and she will close the loop on this project.
- East Coast Security
 - Fire Pulls – installation of new fire pulls is scheduled for Friday 12/20. Trustee Stock will meet the installers at library. The bill has been paid.
- Adel XT – Update on repairs from lightning strike
 - Insurance Claim submitted. Director Corbett is compiling all documentation of AdelXT's time and expenses.
- Purchase of 2 new laptops
 - Steve Jussif has readied 1 laptop for Director Corbett's use. The Director's former laptop will be readied for Bookkeeper.
- Oil Delivery – Town has new arrangement with a new oil company: Hartmann Oil & Propane.
- Former Director's e-mail account – Director Corbett has taken over director@sandownlibrary.us. Discussed option of Outlook with Steve Jussif and agreed that there's no need to switch from gmail program.
- Deep Freeze payment – Trustee Stock reported the bill has been received and paid.
- Youth Services Director
 - The Director updated the Trustees on addressing the scheduling of a new morning Story Hour: Citing lack of attendance prior to Jenn Dawling taking over as the reason for cancelling in the first place, Director Corbett will ask YSD Bryant to pick a morning and try it out for a few months after the new year.
- Outside Lighting – Director Corbett spoke with Town Custodian Ron DuLong; He is working on replacing the light outside door in Children's Room (waiting on electrician). Director Corbett re-set timer for light in parking lot.

New Business

- New Director –
 - Status on orientation: a meeting with Former Director Lachance was completed on 12/5/2013.
 - Reception –Trustee Stafford asked, and the Friends agreed to provide refreshments. The Director will consult with the staff and reschedule for late January.
 - All signatories on Bank accounts have signed; Director Corbett is officially a signatory, and awaiting replacement debit card.
 - The Director attended her first Merri-Hill-Rock meeting on 12/11/2013.
 - New England Library Association (NELA) – The Director is the Secretary of NELA and has monthly meetings on Friday's. NELA covers the mileage for the executive board meetings and conference costs. The Trustees agreed the Director's time

commitment will be considered as administrative work hours and the Director will identify other time slots to cover work responsibility.

- The Director will schedule the first cooperative (SNHLC) meeting with Directors of Atkinson and Plaistow libraries in January; have been corresponding via email.
- PTO for Assistant Director: The Trustees located a grandfather clause confirming the Assistant Director is achieved maximum allowance on PTO.
- Trustee Pajak motioned to authorize the Director to spend up to \$600 on a commercial grade toilet and to pursue 3 quotes for installation. Trustee Stock seconded. The motion carried with four (4) votes in favor and one against.

Next Friends Meeting

January 27, 2014 @ 6:30 p.m.

Next Business Meeting

Public Hearing (Town Budget): {January 16, 2014}

Date and Time of next business meeting {January 23, 2013 @ 6:45 p.m.}
(Should Trustees meet before Public Hearing on Budget?)

Deliberative Session (Town Budget): {February 1, 2014}

Trustee Pajak motioned to adjourn the meeting at 10:05pm. Trustee Owens seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens, Secretary