



## SANDOWN PUBLIC LIBRARY

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*Sandown Public Library Trustees*  
*Meeting Minutes **DRAFT***  
***February 16, 2012***

### Attendance

Trustees: Steve Clifton, Louise Pajak and Tina Owens.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In Absentia: Diana True, Carol Stafford, Selectmen's Liaison: James Devine

The meeting was called to order at 7:10 p.m.

### Finance Report

Financial Reports – The report was submitted by Bookkeeper Patricia Sarcione. Discussion ensued. The Director reported that extra expense in payroll line item is attributed to the additional staff and hours regarding the launch of the new ILS. This was a planned expense by the Trustees. The Director confirmed the work is almost complete and using part-time staff of former Library Assistants has kept the costs down.

### 2012 Budget:

The Library Director received a revised 2012 Budget for the Library from the Town's Finance Director based on the 2012 amended increase at the Deliberative Session. The proposed bottom line budget for the library is now \$273,560.05, which reflects the 2% salary increase for staff plus the increases to NH Retirement, Social Security, and Medicare.

Acceptance of unanticipated funds/gifts – the Director confirmed nothing to approve.

### Payroll and Benefits Management Program

The Library Director reported that the Library will have to absorb the \$500.00 bill for Workmen's Compensation because the Town did not receive a decrease in their quote for WC. The Town did reimburse the Library for the bill of \$1281.00 for Unemployment insurance since their bill was reduced by that exact amount.

### Approval of Meeting Minutes

Approval of January 19, 2011 minutes

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

### ILS – Integrated Library Systems:

The Library migrated to Koha, the open-source circulation system on Monday, February 13, 2012. So far, everything is going well with only minor issues to be resolved. ByWater Solutions is providing excellent support and staff are excited to work with the different system. We are receiving positive responses from residents too.

All library staff and one volunteer continue 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.

### Circulation and Visits:

Total January visits increased 3% from January 2011.

Total January 2012 circulation increased 13% from January 2011 circulation.

## Events & Announcements:

### February Programs:

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

Children's events include: story hours, 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 - nothing new to report

### **Computers:**

Technology Plan Review - The Director encouraged Trustees True and Clifton to meet and update the Technology Plan to reflect the installation of the new computers.

Computer Replacement – The new computers have been installed and are in full use.

### Computer Class

The Library will begin offering computer classes to adults thanks to Trustee Pajak suggestion to contact Jacqueline Coffey. The schedule of classes is being determined but should start by March.

### **Friends of the Library:**

The next Friends' meeting is Monday, March 26, 2012. Trustee Pajak will try to attend and Trustee Owens will be the back-up if Trustee Pajak is not able to attend.

### **Old Business**

Marlow Memorial Bench – pending

2012 Budget Preparation – nothing new to report

Library Building Needs 2011 – nothing new to report

Lending Video games policy – pending

Adult Workshops and Events – pending

Public Library Association (PLA) Conference - The Director updated the Trustees of the plans for attending PLA. The Director will be staying at her daughter's home to help control her expenses. Discussion ensued. Trustee Pajak motioned to approve a \$65/per diem for the Director to attend the Annual Public Library Association Conference in Philadelphia March 15 through March 17, 2012. Trustee Clifton seconded and the motion carried

### **New Business**

There were no new business items to review. The total focus at the library has been the launch of the new ILS/Circulation System.

### Next Business Meeting

Date and Time of next business meeting {March 29, 2012 @ 6:45 pm}

Trustee Clifton motioned to adjourn the meeting at 7:31pm. Trustee Pajak seconded and the motion carried unanimously.

Respectfully submitted, Tina M. Owens, Secretary