



SANDOWN PUBLIC LIBRARY

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Sandown Public Library Trustees
Meeting Minutes
February 21, 2013

Attendance

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

Library Director: Barbara Lachance

In Absentia: Selectmen's Liaison: James Devine and Bookkeeper: Patricia Sarcione

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

Public Hearing

Trustee Chair Carol Stafford stated, in accordance with RSA 202-A: 4-c III (a), the Trustees held a public hearing on consideration to accept a gift of \$5000.00. In accordance with the RSA, notice of the public hearing was posted in 2 public locations and a newspaper 7 days prior to the scheduled meeting, in accordance with the RSA. Trustee Clifton indicated that the funds were unanticipated funds to be targeted for the Library Trust account as stipulated by the donors, Dr. and Mrs. Peter Densen. No members of the public were in attendance. Discussion ensued. Trustee Pajak motioned to close the public hearing at 6:58pm, Trustee True seconded and the motion carried unanimously.

Trustee Pajak motioned to accept the gift of \$5000 from the Densen Family for placement in the Library Trust fund. Trustee True seconded and the motion carried unanimously.

Trustee Chair Carol Stafford noted that this was Trustee Clifton's last meeting on the Board after 12 years beginning in 2001. All the Trustees and the Director Lachance thanked him for his years of service and his work as Treasurer. Trustee Clifton noted the dedication and service of all the Trustees who served with him. Trustee Clifton will be greatly missed.

Finance Report

The Bookkeeper presented the expenditures to date on the 2013 budget. 17% of budget spent.

It was noted that the bottom line of the proposed 2013 budget was decreased at the Budget Committee's public hearing by \$1537. Discussion ensued. Director Lachance explained the \$1537 is a result of the Town lowering the overall budget amount for the Town's Health Reimbursement Account (HRA) benefit. Director Lachance continued to explain as long as the position of Library Director participates in the Town's health insurance program the position is also eligible to use the HRA monies. The Town explained the HRA account had very few claims in the prior fiscal year and, as such, the Budget Committee opted to lower the overall amount by \$1537 per eligible employee.

Acceptance of unanticipated funds/gifts

Additional donations of \$50.00 from friends of the Denson family were made and designated for the Paul M. Densen Memorial. Total donations received to date are \$3105.00. Trustee True motioned to accept the additional donations of \$50 and to move the amount to the Trust Fund. Trustee Pajak seconded. Discussion ensued. The motion carried unanimously.

Director Lachance proposed the Trustees consider renaming the Library Trust Fund to the Paul M. Densen Trust Fund. Discussion ensued. The Trustees requested Director Lachance investigate the procedures required to follow if we are to rename the trust fund. Director Lachance will consult with the State's Attorney General's office of Terry Knowles and the bank where the trust fund accounts reside.

Payroll and Benefits Management Program

Approval of Meeting Minutes

Approval of January 17, 2013

A motion was made by Trustee True to approve the minutes as amended. Trustee Pajak seconded. Motion carried unanimously.

ILS – Integrated Library Systems

February 13, 2013 marked the one year anniversary of the launch of Koha and the Southern New Hampshire Library Cooperative. Director Lachance remarked on the smooth transition thanks to the staff and ByWater support.

Circulation and Visits

Total January 2013 visits decreased 5% from January 2012. Trustee Pajak reminded the Director Lachance to double check that any programming held at the Town Hall (sponsored by the Library) needs to be included in the visit count. Total January 2013 circulation decreased 6% from January 2012 circulation.

Events & Announcements

January Events

26 Events: Nine adult programs; thirteen for children; and four programs for all ages. Due to frigid weather, the turnout for the NH Humanities program featuring Author Rebecca Rule on Wednesday, Jan. 23 was lower than expected. However, the attendance for the Introduction to Medicare was higher than expected and a second workshop is scheduled for March.

February Events

24 Events are scheduled for February: eight adult programs; fourteen for children and two for all ages. Youth Services Director Jennifer Bryant is planning a number of activities for the week of February vacation. She was invited to one classroom at Sandown Central School to talk about upcoming events. The library closed on Saturday, Feb. 9, 2013 because of the blizzard.

Facebook: The library has 166 Likes on Facebook.

Personnel and Training

Director Lachance attended the Committee hearing on HB436 at the State House in Concord. She also attended the Merri-Hill-Rock Co-op February meeting.

Pen Pal Program

The library on the Isle of Wight in Sandown, England just sent another packet of letters to their pen pals at Sandown North.

Computers

Technology Plan - Tabled

The mobile app of the library website is operational and a link and QR code are displayed on the library website.

The two new laptops are setup and in use in the Internet area. The older laptops are now used as the OPAC computers. However all software is still available on them in case there is extra demand from patrons for Internet usage.

Friends of the Library

Due to inclement weather, the January meeting of the Friends was held on Monday, February 4 at 6:30 p.m. The Friends voted to re-order 200 additional copies of the Friends of the Library cookbook that is in memory of Hazel Marlow. They also approved support for museum passes and library programs. The next meeting is Monday, March 25 at 6:30pm

Old Business

Repairs and Maintenance

The Selectmen approved repair costs to fix the well cover and chlorinate the water. Faxon Well & Pump Company repaired the well cover and chlorinated the water on Wednesday, Feb. 20th. They will return on Monday, Feb. 25 to complete the process.

Security System

The Library Director continues to work on getting more bids.

Policy Review

Benefits-Holidays

Director Lachance requested clarification on holiday pay for staff that work more than 25 hours per week.

Benefits – Emergency Closing pay

The Library Director presented the existing policy and discussion ensued. The Trustees unanimously determined no changes are necessary.

Chronic Overdue Patrons

To halt the loss of library materials, patrons who have repeatedly had overdue materials and not responded to notifications will be limited to borrowing one item at a time after all overdue materials are returned and/or paid for and all fines are paid for.

If the library buys a new copy of the overdue material, and then the patron subsequently returns the overdue item, the patron will still be responsible for paying for the new copy.

Fines Free Policy

Director Lachance recommended a change in the tradition of Fines Free Month that would limit the amount of “forgiven” fines to \$15.00 instead of the total amount. Discussion ensued.

New Business

Densen Memorial Reception will be held Saturday, April 27 at 2 p.m. The library will close at 1 p.m. to prepare for the ceremony. The Densen Family requested friends and neighbors to send any memories of Paul and Elizabeth Densen to them prior to the reception to be included in a family memory book.

Other

Trustee True reported a local town resident has requested the Trustees consider getting name tags for staff members. The Trustees agreed the Library Director will query the staff about the format they would be comfortable using (first name only, first name – last name first initial only, etc.). Director Lachance will determine if she uses any position/titles. Director Lachance will report back at the March meeting.

Director Lachance reminded the Trustees, after the election, a new Treasurer will need to be appointed.

Next Business Meeting

Date and Time of next business meeting: Thursday, March 21, 2013 @ 6:45 pm.

Trustee Pajak motioned to adjourn the meeting at 9:07 p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,
Tina Owens, Secretary