



## SANDOWN PUBLIC LIBRARY

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

### *Sandown Public Library Trustees*

#### *Meeting Minutes*

***March 21, 2013***

#### Attendance

Trustees: Carol Stafford, Tina Owens, Diana True and Peter Stock

Library Director: Barbara Lachance

In Absentia: Louise Pajak; Bookkeeper: Patricia Sarcione and Selectmen's Liaison: William Treanor

The meeting was called to order at 6:51 p.m.

#### Finance Report

In the absence of the Bookkeeper, the Library Director presented the expenditures to date on the 2013 budget; 24% of overall budget spent.

#### Acceptance of unanticipated funds/gifts

Additional donations of \$600.00 from friends of the Densen family were made and designated for the Paul M. Densen Memorial. Total donations received to date are \$8705.00. Trustee True motioned to accept the additional donations of \$600 and to move the amount to the Trust Fund. Trustee Stock seconded. Discussion ensued. The motion carried unanimously. Director Lachance read a note from Deborah Hall, Paul Densen's granddaughter.

#### Payroll and Benefits Management Program

Since the library is not required at this time to have its own Joint Loss Management Committee (JLMC), the Town's JLMC asked if the library would like to be included again under their Committee as a means to continue review of building safety measures. Discussion ensued.

#### Revised Payment Schedule

Based on March voting results, the Trustees reviewed and approved the revised payment schedule due from the Town.

#### Approval of Meeting Minutes

Approval of February 21, 2013

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

#### ILS – Integrated Library Systems

The Trustees discussed possible dates of Tuesday, May 7 or Thursday, May 9 for the annual meeting of the Southern New Hampshire Cooperative.

### **News and Views of Director**

#### Circulation and Visits

Total February 2013 visits decreased 10% from February 2012. The library was closed on February 9 for the blizzard.

Total February 2013 circulation stayed level with February 2012 circulation.

#### Events & Announcements

##### February Events

27 Events: 155 participants - thirteen adult programs; twelve for children; and two programs for all ages.

### March Events

25 Events planned: Ten adult programs; fourteen for children and one for all ages. Attendance at the story hour sessions has increased dramatically with 27 attending one session. The Brickbuster Lego Club held its first event with eighteen in attendance. The Medicare program brought in 11 participants and the movie attracted sixteen.

Facebook: The library has 170 Likes on Facebook.

### Personnel and Training

Director Lachance attended the Merri-Hill-Rock Co-op March meeting. Youth Services Director Jennifer Bryant attended the annual CHILIS meeting of New Hampshire Children's Librarians. Bryant also attended the Merri-Hill-Rock Co-op's Children's Librarians sub-committee.

Early Childhood Literacy Teacher Jennifer Dawley and the Director submitted a grant to the Ezra Jack Keats Foundation for a literacy program.

### National public service campaign

The State Library announced that a three-year national public service campaign to promote digital literacy will be launched Spring 2013. The campaign is called EveryoneOn. The key message is to encourage people who are limited or non-internet users, to learn how to do "one thing better online". Public libraries will play an important role in this effort. Further details will be shared as the campaign evolves.

### **Computers**

Technology Plan - Tabled

### **Friends of the Library**

The next meeting is Monday, March 25 at 6:30 p.m. Trustee Owens will attend.

### **Old Business**

#### **Repairs and Maintenance**

Faxon Well & Pump Company completed their repair of the well cover and water chlorination. Allied Clearwater completed a "dump and rebed" procedure on the water filter, which was extremely clogged with iron deposits. Because of the increase in iron, they could not guarantee that the water would pass a water test. The company recommended that a completely new system be installed. Discussion ensued. Further action will be decided after the results of the water test are known.

### **JLMC Report**

The Trustees reviewed a list of items still reported as deficiencies in the library building on the Town's Joint Loss Management Committee report. Discussion ensued.

### **Security System**

The Library Director continues to work on getting more bids.

### **Policy Review**

#### Registration Forms

Director Lachance recommended the discontinuance of paper registration forms. The Koha ILS system contains fields for all the information that the library collects and is much more accurate than the paper copies. This would save time and paper. All library policies can be handed to the new patron at registration and a note can be added to their record that the documents were distributed. Discussion ensued.

#### Kindle Use

The Director recommended a new use for one of the Kindle ereaders as a solution to lack of space for books in the library. Discussion ensued.

**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.

### **Nametags**

Director Lachance reported that the staff would prefer the use of just their first name on a badge. The Director will order nametags.

### **New Business**

Election of Officers was tabled until the April 2013 meeting. Positions to be filled include: Chair, Secretary and Treasurer.

#### Trust Account

TD Bank recommended that the Library change the account type of the trust from a savings account to a money market account, which will give a higher rate of return for a balance over \$50,000. Discussion ensued. Trustee Owens motioned the Library Trustees agree to change the account type of the current Library Trust Fund from a savings account to a money market account at which time we agree to also change the name to the Paul M. Densen Trust Fund. Trustee Stock seconded and the motion carried unanimously.

#### Database Renewal

Transparent Languages is up for renewal at a cost of \$500.00 and was used 127 times by patrons.  
Universal Class is up for renewal at a cost of \$1350 and was used 299 times by patrons.

#### NHLTA Conference

Trustee Owens announced that she plans to attend the New Hampshire Library Trustees Association's 2013 Spring Conference on May 20, 2013 in Bedford NH. The Library Director asked if any other Trustees would like to attend as well.

### **Other**

The Trustees accepted a letter of resignation from Library Director Barbara Lachance effective June 30, 2013. Director Lachance plans to retire at that time. The Trustees agreed to meet on April 2, 2013 to begin the process of the search for a new Library Director. Trustees available to attend should meet at 6:45pm and the meeting will conclude at 8pm.

#### Next Business Meeting

Date and Time of next business meeting: Thursday, April 18, 2013 @ 6:45 pm.

Trustee True motioned to adjourn the meeting at 8:56 p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,  
Tina Owens, Secretary