



## SANDOWN PUBLIC LIBRARY

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*Sandown Public Library Trustees*  
*Meeting Minutes **DRAFT***  
***March 29, 2012***

### Attendance

Trustees: Steve Clifton, Diana True, and Tina Owens.  
Library Director: Barbara Lachance  
Bookkeeper: Patricia Sarcione  
Selectmen's Liaison: James Devine  
In Absentia: Trustees Louise Pajak and Carol Stafford

The meeting was called to order at 6: 50 p.m.

### Finance Report

Financial Reports – The 2012 budget was approved at the March Town Meeting. The approved gross budget for the library is now \$273,560.05.

The report was submitted by Bookkeeper Patricia Sarcione. Discussion ensued. The Director reported on the success of hiring a woman to handle our Story Hour Programs and reminded the Trustees they agreed to use her services for a 6 month period. Discussion ensued and it was decided we will revisit

The Trustees approved and signed an updated 2012 Payment Schedule based on the approved 2012 budget.

Donation Tax Form was updated with new EIN #.

Acceptance of unanticipated funds/gifts –

\$380 – Friends of the Library for the Imagine That Museum pass

\$200 – Sandown Mothers Club for the Imagine That Museum pass

Trustee Clifton motioned to accept the donations from the Friends of the Library and the Sandown Mothers Club for the Imagine That Museum pass. Trustee Owens seconded and the motion carried.

### Payroll and Benefits Management Program

The Library Director reported that the Library must form its own Joint Loss Management Committee because the library has 5 or more employees. Dave Witham at Primex met with the Director to advise on the procedures and policies that need to be in place to be in compliance with the Dept. of Labor's rules regarding safety concerns and workmen's compensation issues. The Committee must be an equal mix of employers and employees and 1 Trustee. Director Lachance met with Trustee Stafford who agreed to be on the committee if no other Trustee is available. Trustee True asked several questions to better understand the responsibilities of the committee. Primex's Witham offered to come speak with the Committee to answer questions once it is formed.

The Department of Labor approved the Library's request to begin bi-weekly payroll.

### Approval of Meeting Minutes

Approval of February 16, 2012 minutes was tabled due to Trustees in attendance for the Feb meeting were not in attendance tonight.

### ILS – Integrated Library Systems:

Re-barcoding of the collection continues.

The Director set up the Serials module for checking in and tracking of the library's subscriptions. The three directors and staff members meet regularly to discuss issues that have come up with the new system.

### Circulation and Visits:

Total February visits increased 23% from February 2011.

Total February 2012 circulation increased 11% from February 2011 circulation.

### Events & Announcements:

#### March Programs:

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

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

#### April Programs:

April 8 – 15, 2012 is National Library Week. The theme this year is "You Belong@your library". We will host a month long event, which will ask our readers to write down their reasons "Why do you Belong at your library?" on a special display board. Everyone who participates gets to put their name in for one of three prizes including a \$25.00 gift card from J&B Butcher.

8 Adult events include: Cupcake decorating class, movie, knitting and book discussion.

12 Children's events include: science program, story hours, movies, chess club, and Rockin' Readers book group.

Community Partner: The library will be a host site for residents to sign up for the Conservation Commission's Earth Day Clean Up.

School Outreach: Youth Services Librarian Jennifer Bryant visited students at Sandown Central at the end of February to promote the library during school vacation week. She is invited back and plans to visit Sandown Central in April to again promote library programs. Ms. Bryant was also invited to attend a special authors' program at Sandown North at the end of the school year. This gives Ms. Bryant a chance to promote the library's summer reading program to the students.

Facebook: The library now has 114 likes 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 - The Library Director discussed the many events and workshops that she attended during the Public Library Association Conference. The Director also gave the library free books and audiobooks that she received at the Conference.

### **Computers:**

Technology Plan Review tabled until April meeting

#### Computer Class

The Library will begin offering computer classes to adults in April. Monday classes will begin on Monday, April 23 and run for five weeks. Sandown resident and Timberlane Computer Instructor Christine Hubley will present the classes.

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

The Friends met on Monday, March 26, 2012. Boy Scout Chris Robinson spoke about the fundraising he needs to do for his Eagle Scout project. He plans on creating a special bookmark to highlight the project. He asked if the Friends would help to sell the bookmarks. The Friends also agreed to allow Chris to run the bake sale at their annual Plant, Book, and Bake Sale on May 19<sup>th</sup>.

The Friends cookbook project has gone to the printers and will be ready by the middle of April. The Friends plan to sell the cookbook for \$10.00 each.

## **Old Business**

Marlow Memorial Bench – The Library Director and Boy Scout Chris Robinson met with the Sandown Board of Selectmen to discuss the project. The Selectmen wholeheartedly support the project. Chris has begun his fundraising for the project. He asked if the library could help him by selling special bookmarks to help fund the project. If all goes well, Chris hopes to complete the project by the end of the summer.

2012 Budget Preparation – nothing new to report

Library Building Needs – The Library Director reported that the requested upgraded egress in basement of library is on the Town's Infrastructure Improvement Plan to be done in 2013.

Graspable handrails need to be added to the side exit off the children's room. The other side exit near the DVDs has graspable handrails, which probably should be painted. The Library Director reported the needed repair to the Selectmen's Aide.

Lending Video games policy – The Director presented an updated policy with edits suggested by the Trustees. Trustee Owens motioned to accept the Video game policy as written and submitted. Trustee Clifton seconded and the motion carried unanimously.

## Adult Workshops and Events

Trustee True reminded the Library Director that she would like to see the Library leverage the NH Humanities Council programming opportunities

## **New Business**

### Election of Officers

Discussions ensued but it was decided to make final decision when all the Trustees are present.

### Correspondence

The Director reviewed several letters, fliers and mailings sent to the Trustees attention. Discussion ensued.

### Electronic Resources Renewal –

The electronic resource, Universal Class, is up for renewal April 1, 2012. The library Director recommended renewing the service for another year based on the usage and feedback from residents who used it. The program was used 1010 times in 12 months. The top five courses taken were Excel 2007, Typing, Accounting, Intro to Medical Billing, and MS Office 2007. The cost to renew is the same as last year, \$1350.00. Trustee Clifton motioned to accept the Director's recommendation to renew the service for one year and to use Fine Monies to cover the costs. Trustee True seconded and the motion carried unanimously.

### Behavior Policy –

The Library Director reviewed the current behavior policy for clarification with the Trustees after an incident in the library with a local citizen. Selectman Devine advised the Library Director update Police Chief Gordon immediately and have the Police address this issue with the offending citizen. Selectmen Devine advised further that the Director inform the staff to not hesitate to contact the police if any similar incidents occur in the future. The Trustees agreed. The Director will notify Chief Gordon as soon as possible.

### Next Business Meeting

Date and Time of next business meeting Thursday April 19, 2012 @ 6:45 pm. Trustee Owens will not be in attendance due to a family commitment.

Trustee True motioned to adjourn the meeting at 7:59pm. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted, Tina M. Owens, Secretary