



## SANDOWN PUBLIC LIBRARY

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

### *Sandown Public Library Trustees*

#### *Meeting Minutes*

***April 18, 2013***

#### Attendance

Trustees: Carol Stafford, Diana True, and Peter Stock

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: William Treanor

In Absentia: Trustees Tina Owens and Louise Pajak

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

#### Finance Report

The Bookkeeper presented the expenditures to date on the 2013 budget; 32% of overall budget spent. Discussion ensued. The Bookkeeper explained that the high payments were one time annual payments. Trustee Stafford motioned to transfer money from the savings account that was earmarked as income generating funds to purchase additional income-generating office supplies as needed. Trustee Stock seconded. The motion carried unanimously.

Town Auditors have requested copies of invoices, bank statements, and payroll as part of their annual audit. The Library Director will submit the requested materials.

#### Acceptance of unanticipated funds/gifts

An additional donation of \$500.00 from the Denson family was made and designated for the Paul M. Densen Memorial. Total donations received to date are \$9205.00. Trustee True motioned to accept the additional donation of \$500 to the Trust Fund. Trustee Stafford seconded. The motion carried unanimously.

#### **Petty Cash**

The Library Director requested a petty cash amount of \$50.00 to have available to pay for last minute programming needs such as refreshments and supplies. Discussion ensued. Trustee Stock motioned to establish a petty cash fund of \$50.00. Trustee True seconded. The motion carried unanimously.

#### Payroll and Benefits Management Program – nothing to report

#### Approval of Meeting Minutes

Approval of March 21, 2013

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

#### ILS – Integrated Library Systems

The annual meeting of the Southern New Hampshire Cooperative will be held on Tuesday, May 7, at 7 p.m. at the Plaistow Public Library. The three library directors will meet on May 1 to prepare for the upcoming meeting.

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

##### Circulation and Visits

Total March 2013 visits decreased 4% from March 2012. The library was closed on March 19 for a snowstorm.

Total March 2013 circulation decreased 13% from March 2012 circulation. Although the use of NH Downloadable books continues to increase, there were significant decreases in the use of other online resources including the language database. Discussion ensued on ways to promote these services.

## Events & Announcements

### March Events

237 people attended the 25 events held in March.

### April Events

31 events are planned for April: eleven for adults, sixteen for children, and four for all ages. Cribbage has returned on Tuesday evenings with alternating sessions for adults and children. The Feng Shui program was well attended with requests to have the presenter return for a follow-up session. Upcoming programs include a Stargazing program for the entire family and movie night.

Facebook: The library has 172 Likes on Facebook.

### Personnel and Training

The Library Director's position is posted on the website and on a number of library jobsites. The announcement made the front page of the Tri Town News.

Trustees of the Trust Funds Annual Training Seminar with Terry Knowles of NH Attorney General's Department will be held on Monday, May 13 from 1 – 4 p.m. in Concord.

## **Computers**

### Technology Plan

Diana True discussed the changes to the Technology Plan for 2011-2014. She questioned some of the proposed goal dates and asked for input. Everyone should review the plan for the next meeting.

The Library Director announced that a new time management software is being tested on the four Internet computers. As part of the login procedure, each user must now first read and agree to the library's internet use policy. This online step eliminates the need for paper registration forms. The software also manages the amount of time each user has on the computer.

## **Friends of the Library**

The second printing of the Community Cookbook has arrived and is for sale at the library for \$10.00 each. The Friends will hold their annual Plant, Book & Bake Sale on Saturday, May 18 from 9 – 1 at the library. Donations of plants from everyone's gardens are encouraged. The Friends approved \$200 to be spent on a thank you lunch for the library staff at the Tuscan Kitchen in Salem. The next meeting of the group will be on Monday, May 20, 2013 at 6:30 p.m. Trustee Stock will try to attend the meeting.

## **Old Business**

### **Repairs and Maintenance**

#### **Crash Bar on lower level exit door**

A new crash bar was installed on the lower level exit door by P.J. D'Amore Construction. After the installation was completed, Paul D'Amore announced that the crash bar was donated by the Sandown Fire Department and D'Amore was donating his labor for the installation. These donations saved the library \$350.00 in expense. The Trustees voiced their appreciation to both the fire department and to Paul D'Amore.

## **Water**

The library water failed the coliform water test with a very high number of bacteria present. The sample was taken from the sink in the public bathroom. After a discussion with a representative from the testing company, the library director requested that the water be re-tested from the source site before the conditioning unit. The results of the second test showed no coliform in the sample. Therefore, the water conditioner is contaminated and needs to be replaced. The library director took a third sample to be analyzed for minerals in the water. The results of this test showed the water from the well is above the maximum contaminant level for iron, manganese, chloride and failed the pH level too. The Library Director is seeking bids for a replacement water condition system based on these results.

## **Security System**

The trustees discussed the break-in at the library that occurred on Friday night, April 12. All exterior doors have been re-keyed. The exterior light by the Children's Room exit door will be fixed on Friday, April 18. The magazine room door will be replaced with a solid core birch door with a steel frame. A combination lock will also be installed on that door so no key will be needed. A lock will be installed on the library director's office door. The Library Director has requested bids from three security companies for both security and fire alarm system. Discussion ensued.

## **Policy Review - tabled**

**Densen Memorial Reception** will be held Saturday, April 27 at 2 p.m. Discussion ensued regarding the preparations.

## **Trust Account**

Paperwork from TD Bank is all set and is waiting signatures to make the name change and account change for the Trust Fund as approved at the March meeting.

## **Database Renewal**

Recorded Books agreed to the current multi-database renewal cost for Universal Class even though the library is not going to renew Transparent Languages.

## **New Business**

### **Election of Officers**

Trustee Stock nominated the following Slate of Officers: Chair – Carol Stafford, Secretary – Tina Owens, and Treasurer – Louise Pajak and Co-treasurer – Diana True. Trustee Stafford seconded. Motion carried unanimously.

### **Electricity Provider**

The library will be included as an addendum to the Town's Energy Agreement with White Columns Solutions for a decreased three-year rate on electricity costs.

### **Online Resources**

The Library Director discussed three possible online resources to replace the current ones with low usage. A new online magazine database, streaming movies, and an additional audiobook product were discussed. The Library Director will move forward with trials of the resources.

### **Cable Board Request**

Richard Lewis from the Sandown Cable Access Board asked if there could be any opportunity for the library to provide story hour programs that could be aired on Channel 17. Discussion ensued.

### **AED Equipment**

The Library Director asked if the Board would like to proceed with the purchase of the AED equipment that was budgeted in the 2013 budget. The decision was to wait until a new director is in place for training purposes.

## **Other**

### **Next Business Meeting**

Date and Time of a special meeting on Thursday, April 25, 2013 @ 6:45 pm.

Date and Time of next business meeting: Thursday, May 16, 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,

Barbara Lachance

Library Director