



SANDOWN PUBLIC LIBRARY

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Sandown Public Library Trustees
*Meeting Minutes **DRAFT***
April 19, 2012

Attendance

Trustees: Steve Clifton, Diana True, and Carol Stafford.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: James Devine

In Absentia: Trustee Tina Owens and Louise Pajak

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

Finance Report

Financial Reports – The report was submitted by Bookkeeper Patricia Sarcione. Discussion ensued. Overall budget is at 31.75%.

Acceptance of unanticipated funds/gifts – pending.

Payroll and Benefits Management Program

Direct Deposit is working and the form suggested by bookkeeper was approved. The procedure for implementing Direct Deposit was explained by the bookkeeper.

Discussion ensued regarding an offer from Primex for their Contribution Assurance program (CAP) to qualified members, which allows members to sign a multi-year agreement for up to four years with the assurance of predictable contributions as well as a 5% multi-year discount for four years. The Town of Sandown participates in the program. According to Primex, the program helps to stabilize the budget line and 70% of their members have signed on. The assurance cap is an 8% increase. The Trustees will investigate further and decide at the May meeting.

The Joint Loss Management Committee (JLMC) will hold its first meeting next Thursday, 4/26. The Town's JLMC asked for clarification on what part of the library is the Town's responsibility versus the Library's responsibility. The Library's JLMC will be responsible for the safety of the employees. The Town is responsible for the building. The Library Director will investigate whether the Library has liability insurance coverage on the Town's insurance.

As advised by Primex, the Library Director submitted a Safety Summary Report for 2012 to the Department of Labor. The report is required to be filed every two years.

Approval of Meeting Minutes

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

Approval of March 29, 2012 minutes was tabled due to Trustees in attendance for the March meeting were not in attendance tonight.

ILS – Integrated Library Systems:

Re-barcoding of the collection continues.

The three directors met to discuss the permanent design of the OPAC (online public access catalog). The current design will receive a little more customization, but will be the same for each library.

Fines collection is more difficult among the three libraries than expected. The Directors agreed to encourage library patrons to pay their fines at their home libraries. Discussion ensued.

Catalogers from the three libraries met with the Directors to discuss item types and MARC records. A new item type will be used for New Movies that will only allow holds from town residents. This will insure that each town's residents have first access to new movies in their own library.

Circulation and Visits:

Total March visits stayed level with March 2011.

Total March 2012 circulation decreased -10% from March 2011 circulation.

Events & Announcements:

New Databases

The language database has been changed from Mango to Transparent Languages. The Library Director compared the two and felt the New Hampshire based company, Transparent Languages, was a better product. It was also offered at a lower cost.

A free trial for a resume writing service, Cypress Resumes, is going on now at the library through the website.

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. Youth Services Librarian Jennifer Bryant will focus on activities and events for Sandown children during April vacation, 4/21 – 4/29.

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

May Events:

The Library will host 28 events in May. 14 events for Adults include Military Appreciation Month, Mothers’ Day card-making, computer classes, movie, author, and genealogy. 13 events are scheduled for children including story hours, Mothers’ Day event, and book discussion group.

Facebook: The library 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 will attend the NHLTA Conference on May 21 in Bedford NH.

Computers:

Technology Plan Review tabled until May meeting

Computer Class

Monday classes will begin on Monday, April 23 and run for four weeks. Sandown resident and Timberlane Computer Instructor Christine Hubley will present the classes.

Friends of the Library:

The Friends cookbook, “A Literary Feast,” arrived and is on sale at the library for \$10.00 each. The Friends will host a “Taste the Recipes” event at the library on Tuesday, May 8 at 6:30 p.m. to promote the cookbook. The next meeting will be Monday, May 21 at 6:30 p.m. Diana True will attend the meeting.

Old Business

Marlow Memorial Bench – The Library Director updated the Marlow Family about the status of the Eagle Scout project. The family plans to order the bench soon.

Behavior Policy – Police Chief Gordon met with the staff to review the issue of the offending citizen. Chief Gordon recommended procedures for the staff to follow for any incidents in the library in which the staff feel unsafe.

New Business

Election of Officers was tabled until a full board was present.

New Printer – The staff printer will not handle scanning projects from the new HP Windows 7 computers. HP does have a program, “Trade-in, Trade-up.” This program allows customers to trade-in their old laserjet printers for a new one at a discounted price. The newest HP color laserjet model would cost \$750.00. The Library Director will investigate further and present options at the May meeting.

TD Bank Affinity Membership Program

The Library Director discussed a fundraising program offered through TD Bank. Discussion ensued. The Library Director will investigate further.

Other

Trustees discussed space issues and the need for an addition.

Next Business Meeting

Date and Time of next business meeting: Thursday, May 17, 2012 @ 6:45 pm.

Trustee True motioned to adjourn the meeting at 8:03 p.m. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted,

Barbara Lachance

Library Director