



## SANDOWN PUBLIC LIBRARY

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

*Sandown Public Library Trustees*  
*Meeting Minutes **FINAL***  
***May 17, 2012***

### Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In Absentia: Selectmen's Liaison: James Devine

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 39.72%; just about on target. Discussion ensued. Bookkeeper noted ByWater (ILS vendor) did not invoice us for training until this month.

#### Auditors Visit

The Town Auditor reviewed the library's 2011 financial statements at the library last Thursday, May 10, 2012. Both the Library Director and the Bookkeeper were present for the visit. Discussion ensued regarding an internal controls policy for the library.

#### Acceptance of unanticipated funds/gifts

There is nothing to accept this month.

### Payroll and Benefits Management Program

Discussion ensued regarding the Contribution Assurance Program (CAP). This is a Workmen's Compensation program from benefits provider Primex for qualified members. The base annual fee to qualify is \$500. The Library pays this already. It would be a 4-year contract locking the Library to Primex for Workman's Compensation with the potential of an 8% increase in our annual fee.

Trustee Pajak motioned to join the Primex CAP program. Trustee True seconded. Motion carried.

The Joint Loss Management Committee (JLMC) held its first meeting on Thursday, 4/26. The next meeting will be on Thursday, June 14. Dave Witham from Primex will attend and the Committee will conduct the annual inspection of the building.

The Library Director confirmed that the Library has liability insurance coverage through the Town's insurance.

### Approval of Meeting Minutes

#### Approval of February 16, 2012 minutes

A motion was made by Trustee Clifton to approve the minutes as submitted. Trustee Pajak seconded. Trustees True and Stafford abstained. Motion carried.

#### Approval of March 29, 2012 minutes

In reviewing the minutes, Trustee Clifton noted under New Business: Electronic Resources Renewal the suggestion of using Fine Monies to cover the renewal to cover the expense is an appropriate use of Fine Monies.

A motion was made by Trustee True to approve the minutes as corrected. Trustee Clifton seconded. Trustees Pajak and Stafford abstained. Motion carried.

Approval of April 19, 2012 minutes

A motion was made by Trustee True to approve the minutes as corrected. Trustee Clifton seconded. Trustees Pajak and Owens abstained. Motion carried.

#### ILS – Integrated Library Systems:

Re-barcoding of the collection continues. The Director reported that one library employee continues to work to complete this part of the project

The three library directors gave a presentation about the Southern NH Library Co-op at the Plaistow Area Commerce Exchange (PACE) meeting on Thursday, May 10, 2012.

ByWater Solutions will soon be upgrading SNHLC to the newest version of Koha 3.8 that was just released. They have training webinars for staff on the changes in the upgrade.

#### Circulation and Visits:

Total April visits increased 6% from April 2011.

Total April 2012 circulation increased 6% from April 2011 circulation. The Library Director noted that the increase was due to a higher use of the downloadable service for audio and ebooks and also to the use of Ancestry.com in the library. The Director noted that the Trustees need to remember our books now circulate for 3 week periods vs. 2 week periods as a result of the new Cooperative program. This change will likely impact our circulation numbers and give the impression the numbers are down.

#### Events & Announcements:

##### New Database

The library now offers an online resume writing service, Cypress Resumes.

eBooks – the library director is researching products and costs to purchase additional eBooks from vendors.

#### April Programs:

The library offered 27 programs in April: Adults – 10 programs; Children – 13; and All Ages - 4

#### May Events:

The Library will host 29 events in May. 14 events for Adults include Military Appreciation Month, Mothers' Day card-making, computer classes, movie, author, and genealogy. 14 events are scheduled for children including story hours, Mothers' Day event, and book discussion group. One program for All Ages will be held. The Library Director thanked Bean Towne Coffee House in Hampstead for co-sponsoring the free coffee for the library's Military Appreciation gift.

#### June Events:

June programs for adults include two separate craft programs, a cribbage clinic, Rockingham Community Action workshop on property tax relief, and a movie.

The Youth Services Department is gearing up for the summer reading program, "Dream Big." Special events planned for the summer include a puppet show, Children's Museum of NH presentation on owls, and Nocturnal Animals by Granite State Zoo in Rochester.

The library has two great incentive prizes for children this year: free passes to Water Country and free meals from Pizzeria Uno in Plaistow.

The library is looking for volunteers to help with summer reading. The Library Director discussed with the Trustees the need for a float for the parade on Old Home Day.

Facebook: The library has 126 likes on Facebook.

Personnel and Training - The Library Director will attend the NHLTA Conference on May 21 in Bedford NH. Three members of the library staff will attend a Customer Service Workshop offered at Kimball Library by the Local Government Center. The Workshop will be Wednesday, May 23.

**Computers:**

Technology Plan Review tabled until June meeting.

**Computer Class**

Eight residents signed up for the basic computer course taught by Sandown resident and Timberlane Computer Instructor Christine Hubley. The participants have been pleased with the instructor and the course. The library director is teaching one resident on Tuesday afternoons. The staff assist some of the participants during the week when they come in to practice.

**Friends of the Library:**

The Friends cookbook, "A Literary Feast," arrived and is on sale at the library for \$10.00 each. The Friends Annual Plant, Book and Bake Sale will be held this Saturday, May 19 from 9 a.m. – 1 p.m. This year, the Bake Sale will be conducted by Boy Scout Christopher Robinson as a fundraiser for the Hazel Marlow Memorial.

Next meeting of the Friends will be Monday, May 21 at 6:30 p.m. Diana True will attend the meeting.

**Old Business**

Marlow Memorial Bench – Boy Scout Christopher Robinson continues to fundraise for the project. He has created a special bookmark, "Forget-Me-Not," that will be for sale soon at the library.

New Printer – pending

TD Bank Affinity Membership Program

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

Social Media policy – the Library Director presented a Draft Social Media Policy for the Trustees' review and approval. Discussion ensued.

**New Business**

Election of Officers – the decision was made to keep all the officers in place. A decision was also made to change the title of Co-Chair to Vice-Chair.

New Database –The Library Director recommended a new database to add to the library's services. The product is Atomic Learning and is available through Recorded Books. The product would complement the use of Universal Class. Trustee Pajak motioned the Trustees authorize the Director to purchase a \$500 annual subscription for a 30 training tutorial package. The expense will be covered with Fines Monies because it qualifies as an Electronic Resource Renewal expense. Trustee Clifton seconded and the motion carried unanimously.

Story Hour Program

The Library Director discussed continuing the use of Mrs. Jennifer Dawley for Story Hour sessions during the summer reading program. Mrs. Dawley is consistently drawing a crowd of at least 16 attendees. Trustee Pajak motioned the Trustees authorize the Director to continue employing Mrs. Jennifer Dawley for Story Hour through Summer 2012. Trustee True seconded and the motion carried.

**Other**

Trustee Stafford inquired about free Computer Training sessions at the library. The Director reported the trainer Christine Hubley is well-liked and attendance is good. One goal of these classes is to get the students confident enough to use our Universal Class programs.

Next Business Meeting

Date and Time of next business meeting: Thursday, June 21, 2012 @ 6:45 pm.

Trustee True motioned to adjourn the meeting at 8:45 p.m. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens, Secretary