



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees

Meeting Minutes

May 19, 2011

Attendance

Trustees: Louise Pajak, Diana True, Carol Stafford and Steve Clifton. Selectmen's Liaison James Devine

Library Director: Barbara Lachance

In absentia: Trustees Tina Owens, and Bookkeeper: Patricia Sarcione

The meeting was called to order at 6:55 p.m.

Closed

Trustee Pajak motioned that we enter Closed Session at 6:58 pm. Trustee True seconded and the motion carried with a unanimous vote.

Trustee Pajak motioned to end Closed Session at 7:25 pm, Trustee Pajak seconded and the motion carried with a unanimous vote.

Roll call: Louise Pajak, Steve Clifton, Carol Stafford, Diana True; Library Director Lachance was invited to attend.

Trustee Pajak motioned to seal the minutes of the closed session.

Trustee True seconded and the motion carried with a unanimous vote.

Finance Report

Financial Reports – In the absence of the Bookkeeper, the Library Director presented the monthly budget report.

Acceptance of unanticipated funds:

Donation from the Sandown Garden Club for \$99.24 for the purchase of 6 gardening books to add to the collection.

Donation from the Friends of the Sandown Public Library for \$41.56 to reimburse the library for coffee that was purchased.

Trustee True motioned to accept the donation, Trustee Stafford seconded and the motion carried with a unanimous vote in favor of the motion.

Payroll and Benefits Management Program: The Library Director is waiting for a response from the NH Retirement System to see what steps need to be done to allow the Library to participate through its own EIN.

Approval of Minutes

Approval of April 14, 2011 minutes – tabled as there was not a quorum of April meeting attendees present.

Approval of March 17, 2011 minutes – Trustee True motioned to accept the minutes with corrections. Trustee Clifton seconded and the motion carried. Trustee Pajak abstained.

ILS – Integrated Library Systems:

The three library directors met on Tuesday, April 12 to prepare for the joint meeting of the Trustees.

The Library Trustees of Atkinson, Plaistow and Sandown met on Tuesday, April 26 at 6:30 p.m. at the Kimball Library in Atkinson. A representative from ByWater Solutions demonstrated the open-source ILS system Koha and answered questions regarding consortial arrangements. The Trustees discussed the idea of a consortium for the three libraries. It

was agreed that each Board would discuss the idea at their May Board meeting and a decision on whether to proceed with a consortium would be taken by each Board by June 1.

Trustee Stafford reported that the Plaistow Board of Library Trustees is requesting a second meeting of the Trustees to continue the discussion of a consortium.

Trustee Pajak motioned Sandown Library Trustees pursue joining a consortium for ILS services. Trustee Stafford seconded and the motion carried with a unanimous vote.

News and Views of the Director

Circulation and Visits:

Total April 2011 visits decreased -7% from April 2010.

Total April 2011 circulation decreased -6% from April 2010 circulation.

The Library Director distributed a further breakdown of all the library statistics ranging from January through April 2011.

Programs & Announcements :

May: Gardening at the Library

34 Events planned: 8 Adult; 21 Children and 3 for All Ages.

See attached Calendar for Specific Programs.

June: Summer Reading Program, "One World, Many Stories" will begin on June 27 and continue till August 11.

Friends of the Library:

They will be holding their upcoming Plant, Book and Bake Sale on Saturday, May 21 from 9 a.m. – 1 p.m. Their next regular business meeting is Monday, May 23 at 7 p.m.

Promotion

Facebook: The library now has 91 fans on Facebook. Photos of library events are being posted on the site.

U Local WMUR: The library uploaded a photo of Story Hour children to the U Local WMUR website. The photo is featured on the front page of the WMUR website under weather.

Website photos: The Library Director has added photos from library events to the front page of the website.

Website:

Dale Dormody of Library Websites is updating the Sandown Public Library's website. The site will be larger and some new content will be added in the near future. The Library Director submitted a new photo of the library to be used in the banner. Mr. Dormody suggested two different color schemes as possible changes to the banner as well.

Personnel and Training:

The Library Director attended the 2011 Spring New Hampshire Library Association (NHLA) Conference on Thursday, May 5 and the New Hampshire Library Trustee Association (NHLTA) Conference in Bedford on May 9. Workshops attended at NHLA were: "Revisiting Library Statistics & Budgeting," "Library Spaces: Future Needs," and "Three Tech Topics: QR Codes, Marketing & Communication Using Constant Contact and Keeping Up-To-Date with Technology Using JING." Workshops attended at NHLTA included "Who's in Charge?"; "Conflict Resolution"; and "Green Saves Money."

The Library Director will attend NH Attorney General's annual seminar on Trust Fund Administration for Library Trustees on Tuesday, June 7, 2011 in Concord NH.

Repairs and Maintenance:

The Building was power-washed on May 6th.

The septic tank was pumped out on May 10th.

Town Custodian plans to paint the doors and railing this Spring.

Computers:

Re-use of old Computers:

Two five-year old computers that were recently removed from library use as catalog workstations are once again being re-used in the library.

1. Due to reorganization of staff areas, the Library Director set up a second workstation for staff at the Reference Desk in the circulation area. This computer will not be used for circulation but will be available to staff members for Library Insight, internet searching and word-processing duties.
2. Due to the sudden demise of the four-year old computer in the children's room, the other computer was re-purposed for use as a catalog workstation in the children's room.

New Database Trial

The Library has a two-month trial for AtoZ World Travel database. The Library Director was allowed to post it on the website for patrons to use during the months of May and June.

Old Business

CIP Update - pending

New Business

Email – Trustees discussed the problem of having a new email account and remembering to check for messages. The Library Director will ask for replies to messages to make sure everyone is getting their messages.

Automated External Defibrillators (AEDs) – Trustees agreed that the Library should pursue the purchase of an AED for the library. LD should look into the costs for the 2012 budget.

Volunteers

Staff members from Family Mediation of Atkinson visited the library and asked if students they are working with could volunteer at the library to do community service. All liability is covered under Family Mediation. Volunteers from this organization have worked at the library in the past. Trustees agreed that the library should participate.

Other

Trustee Stafford asked if the Friends had received their IRS designation as a charitable organization. The Library Director confirmed that the Friends received their IRS 501 (c) (3) in October 2010.

Trustee Stafford asked if the library planned to host anymore computer classes. The Library Director plans to set up at least one more session on Word and is hoping to also set up drop-in sessions for one –on-one computer assistance.

Next Business Meeting

Date and Time of next business meeting { June 16_ @ 6:45 pm}.

Next Strategic Plan meeting: Tuesday, June 7 at 7 p.m.

Trustee Pajak motioned to adjourn at 8:30 p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,
Barbara Lachance