



SANDOWN PUBLIC LIBRARY

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

*Sandown Public Library Trustees
Meeting Minutes
June 16, 2011*

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison James Devine

The meeting was called to order at 6:46 p.m.

Approval of Meeting Minutes

Approval of April 14, 2011 minutes

A motion was made by Trustee Pajak to approve the minutes as recorded. Trustee True seconded and the motion carried unanimously.

Approval of May 19, 2011 minutes

A motion was made by Trustee Clifton to approve the minutes as recorded. Trustee Stafford seconded and the motion carried unanimously.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Overall budget is 44.6% with no significant changes. Electronic books requested are up so budget is overspent. Fines money is being spent for DVDs.

Acceptance of unanticipated funds/gifts:

The Sandown Board of Selectmen agreed to donate two energy devices to the library so that residents can check out the devices through the library circulation system. The devices are: 1) Extech Foot Candle/Lux Light Meter (retail value \$139.99) and 2) Black & Decker Thermal Leak Detector (retail value \$38.99). Trustee True motioned to accept the donation of the energy devices to be added to our collection and available for circulation to Town Citizens. Trustee Pajak seconded. The motion carried unanimously.

Payroll and Benefits Management Program - pending

ILS – Integrated Library Systems:

The Library Trustees of Atkinson, Plaistow and Sandown held a second meeting on Monday, June 6 at 6:30 p.m. at the Plaistow Public Library in Plaistow. The Trustees continued the discussion of forming a consortium for the three libraries. A Steering Committee was formed with two members from each Board. Trustee Owens and Trustee Stafford reported on the initial Steering Committee meeting and subsequent developments and a concern that at least one library is showing signs of pulling out. Sandown Trustees agreed we need to get a final commitment from all the parties by July 5th.

The Director reported on a new development from the office of Attorney General Assistant to Trustees – Terry Knowles. Director attended Knowles annual meeting for Trustees and learned that Knowles has broadened her definition on how fine money could be spent; Knowles stated the Fine monies can include repairs, supplies and upgrades for the library. In other words, the monies can be used for more than just book purchases. Trustee Clifton requested that he wants

something in writing to Knowles stating our understanding of the expanded definition and if that definition applies to our plan to upgrade our ILS system.

Circulation and Visits:

Total May visits increased 4% from May 2010.

Total May 2011 circulation increased 1% from May 2010 circulation.

Programs & Announcements :

June: 9 Adult Programs – Library Technician Julie Ball received positive comments from a resident about the art class she held. The resident was impressed that the library was doing more programs for adults.

10 Children Programs

Summer Reading Program, “One World, Many Stories” will begin on June 27 and continue till August 11. The Library has received seven donations from local businesses and residents. Six of the donations were the direct result of request letters sent out by Program Coordinator Judy LaPorte. The donations are valued at \$4248.00.

Trustee Clifton motioned to accept the donations as provided by the businesses and residents for the Summer Reading Program. Trustee True seconded and the motion carried unanimously.

Please see brochure created by Ms. Bryant for an overview of summer reading. Over 35 programs are currently planned for the summer reading program. Highlights include the Friends’ Ice Cream Social; a magician; Irish Step Dancing by the Mazurs; Denmark program by Hayley Traeger and friend; Miss Bea’s Mad Science; Picnic Lunch with Miss Judy; World of Reptiles; and Mariposa.

Adults may participate in “Novel Destinations.” For every library book read, the patron may enter a raffle for gift certificates to local ethnic restaurants. Also, an international pot luck festival will be held on Monday, July 11 at 6 p.m. Adults can also enter the page turner contest to see if the adults or the children read more during the summer.

Two fourth-grade classes and one fifth-grade class visited the library this week from Sandown Central School. Youth Services Librarian Jen Bryant showed them the children’s room and talked to them about the Summer Reading program.

Friends of the Library:

The Friends held their regular business meeting on Monday, May 23 at 7 p.m. The Friends will sponsor the NH Audubon’s program “World of Reptiles” for \$107.00. They will also host two Ice Cream Socials to help kick-off the summer reading program. They are looking for donations of items to include in the summer fundraising Made in NH raffle basket. They are also planning to produce a cookbook in memory of Hazel Marlow. They are seeking community organizations that wish to share a special recipe or two for the cookbook to submit them to the Friends of the Sandown Library.

Facebook: The library now has 94 fans on Facebook

Personnel and Training:

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

The Library Director was elected President of the Merri-Hill-Rock Co-op for 2011-2012 at the June meeting.

Repairs and Maintenance:

Town Custodian plans to paint the doors and railing this Spring

Library closed at 6 p.m. on Monday, June 6, due to a power outage. The building was without power for over an hour before finally closing since there was no notice of when the electricity would be restored.

Does the Library have a maximum temperature to reach before closing? Discussion ensued. Trustee Stafford also raised the issue that if we lose power we lose water as well. Trustees agreed the Director needs to focus on safety first and then make a decision from there.

Computers/Networking

Technology Plan Review

Tabled until a future meeting

Computers:

Computer Class – The Library Director asked the Trustees if they think there would be any community interest in a program on speech recognition with Windows 7. Discussion ensued but no definitive decision was made.

Website Redesign – The Library Director demonstrated new features that will be launched soon on the website including KidsPak and TeenPak.

Old Business

CIP Update – pending

Marlow Memorial – The Library Director spoke with Hazel Marlow's daughter, Sharon Gibbons, regarding a granite bench that the Marlow family would like to donate in memory of their mother. Ms Gibbons asked if the Trustees had any preference as to location of the bench. The Library Director told Ms. Gibbons that she would discuss with Trustees. She also informed her that the Library would have to get Town approval since the memorial bench would be on Town land. The Library Director will work closely with the Marlow family on this request.

Discussion ensued and the Trustees discussed with the Director on the location of the bench. Trustees also agreed to update the Board of Selectmen and ask for their direction on how to proceed since the bench will be sitting on town land.

New Business

Town of Sandown's Personnel Policy – The Library received a copy of the town's revised policy. Trustee Clifton recommended the Policy be added to the library's reference collection.

Fundraising Opportunity – Dwight Robinson of New England Clothes Recycling visited the Library Director and suggested a possible fundraising opportunity for the Library. Mr. Robinson suggested a thirty day trial period where a collection box would be placed near the parking lot. The company will pay \$.04 per pound collected with a minimum of \$500 per year. The company collects clothes, bric-a-brac, and will also take books. The company currently has a collection box at the Sandown Transfer Station.

Town approval would be needed since the collection box would be located on town land. The Library Director suggested that this idea could possibly be a good fundraiser for the Friends of the Sandown Public Library. Members of the Friends currently volunteer to carry heavy boxes of books to other sites from the Book Sale room. Having this recycling company take the books directly would relieve the Friends of that burden.

Discussion ensued. A motion was made by Trustee Pajak to consider for discussion the addition of this NE Clothes Recycling Box near the Library. Trustee True seconded and discussion ensued. Trustee Pajak then decided to withdraw the motion and Trustee True withdrew her second on the motion.

Trustee Pajak motioned that the Trustees not consider the recycling box near the Library at this time. Trustee Clifton seconded and the motion carried with 3 votes in favor being Trustees Pajak, Stafford and Clifton; 0 – opposed; and 2 abstentions being Trustees True and Owens.

OTHER

Trustee Stafford reminded the Trustees that they agreed to share attendance at the Friends of the Library meetings. Trustee Stafford also raised the issue that we need to follow the RSA guidelines for non-public session more closely.

Next Business Meeting

Date and Time of next business meeting {July 14, 2011 @ 6:45 pm}

Next Strategic Plan meeting: tabled for the foreseeable future

Trustee Pajak motioned to adjourn at 8:55 p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens
Secretary