



SANDOWN PUBLIC LIBRARY

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Sandown Public Library Trustees
*Meeting Minutes **FINAL***
June 21, 2012

Attendance

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

Library Director: Barbara Lachance

Selectmen's Liaison: James Devine

In Absentia: Trustee Tina Owens, Bookkeeper: Patricia Sarcione

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

Finance Report

Financial Reports

Due to the absence of the Bookkeeper, the Library Director presented the financial report. Overall budget is 51%.

Discussion ensued.

According to the 2013 Budget Schedule from the Budget Committee, the Library Trustees' 2013 proposed budget should be submitted to the Selectmen by Tuesday, Sept. 4. The Trustees are scheduled to meet with the Selectmen on Monday, Sept. 10 at 8:15 p.m. and then the Budget Committee on Wednesday, Sept. 26 at 7 p.m.

Acceptance of unanticipated funds/gifts

Nothing to accept this month.

Payroll and Benefits Management Program

The Joint Loss Management Committee (JLMC) held a meeting on Thursday, June 14. Dave Witham from Primex attended and the Committee conducted the annual inspection of the building. Trustees reviewed draft minutes from meeting.

Approval of Meeting Minutes

Approval of May 17, 2012 minutes

A motion was made by Trustee Clifton to approve the minutes as amended. Trustee Pajak seconded. Motion carried.

ILS – Integrated Library Systems:

The three library directors are trying to coordinate a date in early September for the annual meeting of the Southern New Hampshire Library Cooperative. Suggested dates are: 9/4, 9/5, 9/6, 9/13, 9/17 at either 6:30 or 7 p.m. The Trustees suggested September 4 or 6 as the best dates for them and 7 p.m. would be the best time. Sandown Trustees are willing to host the meeting. In preparation for the annual meeting, the Trustees will review SNHLC By-Laws at their July meeting.

Circulation and Visits:

Total May visits increased 15% over May 2011.

Total May 2012 circulation increased 4% from May 2011 circulation.

Events & Announcements:

New Database

The library now offers Atomic Training online.

May Programs:

The Library hosted 32 events in May. 17 events for Adults with 178 participants; 14 events for children with 145 participants and one for all ages with 4 participants.

June Events:

June programs: 36 programs are planned for June: 10 program scheduled for adults; 17 programs for children and 8 for all ages. A Cribbage Club is now meeting weekly at the library on Tuesday nights.

Kick-off for the summer reading program, "Dream Big – READ," was held on Monday, June 18. The Friends sponsored two ice cream socials on Monday and the library had a Stargazing event with over 125 people attending. Youth Services Director initiated a special summer reading program for children in grades sixth and above, "Own the Night." She is hoping to encourage older children to participate through weekly incentives and events geared toward that age group. Adult readers may participate in the library's summer reading program for them, "Between the Covers," which will be a contest between men and women to see who reads the most pages. For every Sandown library book they read, adults may also enter their name into raffles for gift certificates.

2012 Summer Reading Donations

Through the efforts of Program Coordinator Judy LaPorte, the Library Director, and the Youth Services Director, the library received over \$4000 in gift certificates and free tickets from area businesses to be used as reading incentives.

Facebook: The library has 127 Likes on Facebook.

Personnel and Training - The Library Director attended the Attorney General's annual workshop for Library Trustees on May 13.

The Library Director finished her term as President of the Merri-Hill-Rock Co-op on June 13th. She will continue participating on the program committee for the group.

Computers:

Technology Plan Review

Trustees Clifton and True discussed an updated technology plan. Discussion ensued. Trustees will review and discuss at July meeting.

Friends of the Library:

Only a few copies remain of the Friends cookbook, "A Literary Feast." The Friends Annual Plant, Book and Bake Sale was very successful with a profit of almost \$800. They agreed to sponsor one of the special summer reading programs. They hosted two Ice Cream Socials on Monday, June 18 for the summer reading kick-off.

At a special meeting on June 11, the Friends agreed to sponsor three new fundraisers: TD Bank Affinity Membership Program; UNO Dough Raiser on August 19-20; and O'Neill Cinemas movie pack program.

One of the Trustees will try to attend the July 23rd meeting.

Old Business

Marlow Memorial Bench – Boy Scout Christopher Robinson has completed most of his fundraising for his Eagle Scout project. He hopes to have the memorial completed by August 6th and hold a special ceremony on Old Home Day, Saturday, August 11.

Social Media policy – the Library Director presented a Draft Social Media Policy for the Trustees' review and approval. Discussion ensued. Trustee Clifton motioned to approve the policy as edited. Trustee Pajak seconded. Motion carried.

Carpet Repair costs – pending

Outreach programs

Trustee True attended the NH Council of Humanities Fair for new presenters. Discussion ensued regarding possible programs to pursue. Trustee True will meet with Program Coordinator to complete the application process.

New Printer – The Library Director recommended the purchase of a new laserjet color printer to replace the six-year old laserjet color printer. The current color printer will not support scanning from Windows 7 computers. The proposed new printer is available through the State of New Hampshire's Contract at a discounted price. Trustee True motioned to purchase a new printer for a price not to exceed \$750. Pajak seconded. Motion carried.

New Business

Story Hour Program – pending

Policy Review

The Library Director suggested that the registration form be updated. Discussion ensued. The Library Director will research registration forms used at other libraries.

The Public Internet Policy will be reviewed at the next Trustees' meeting. The current policy will be sent to all the Trustees for their review prior to the July meeting.

Internal Control Policy - pending - To be discussed at July meeting.

Library Page position: The Library Director recommended hiring Sandown resident Christopher Robinson for the position of Library Page beginning at the end of July 2012. The Trustees agreed with the recommendation.

Indoor Google Maps

New Hampshire libraries have started working with Google to put maps of the interior of the library buildings in Google maps. The Library Director contacted the Google representative for this area and he would be happy to work with the library. There is no cost associated with the project. Discussion ensued. Trustee Pajak motioned to encourage the Library Director to continue working with Google Maps to put the Sandown Public Library on the map. Trustee True seconded. Motion carried 3-1. Clifton opposed.

Gale Databases

The Library Director recommended the purchase of online Gale reference resources through a special advocacy program, Bridging the Digital Divide, which will give discounts from 60 -96% off the current retail prices based on population served by the library. The program ends June 27th. For Sandown Public Library, the cost for the 50 Core Collection titles (normally \$37,584.20) would be \$1500.00. The Core 4+4 promotion would be \$500 per product annually that are normally \$2000 - \$4000 each. There is also a \$300/year hosting fee. Trustee Pajak motioned to spend \$1800 from the Fines Account to purchase the Gale Core E-Reference Collection. Trustee True seconded. Motion carried. Trustee True motioned to spend up to \$1500 from the Fines account on Core 4+4 databases. Trustee Pajak seconded. Motion carried.

Lego Donation program

The Youth Services Director would like to start a Lego Club to meet monthly at the library. The program would begin by asking for donations of Legos from the community. Quite a few libraries sponsor Lego Clubs and have had positive responses to the program. Concern was raised about sanitation of the legos. The Library Director will research how other libraries take care of problem.

Other

Next Business Meeting

Date and Time of next business meeting: Thursday, July 19, 2012 @ 6:30 pm. Materials to be reviewed SNHLC By-Laws, Internal Controls, and Technology Plan and topology map.

Trustee Pajak motioned to adjourn the meeting at 9:30 p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,
Barbara Lachance,
Library Director