



SANDOWN PUBLIC LIBRARY

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Sandown Public Library Trustees
*Meeting Minutes **FINAL***
July 19, 2012

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: James Devine

In Absentia: Diana True

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

Finance Report

Financial Reports

The Bookkeeper presented the financial report. Overall budget is 51%. Discussion ensued.

The Library Director inquired if the Trust Account could be moved from a savings account to a CD. As of Friday, July 13, TD Bank was offering the following interest rates on CD: 1 year: 0.21%; 2 years: 0.31%; and 3 years: 0.44%. The current savings account is paying 0.10%. Trustee Owens will investigate the history behind shifting this money away from NHCTF and will research the policy surrounding expenditure for the trust fund monies.

Acceptance of unanticipated funds/gifts

Nothing to accept this month.

The Library Director announced former Trustee and Benefactor Paul Densen died on Monday July 16, 2012. The Denson family has chosen the Sandown Public Library to be the recipient of all financial donations in memory of Paul.

Discussion ensued

Payroll and Benefits Management Program

No updates to report

E-Rate Update

The Library Director announced that the Library was approved for a 40% discount (\$769.60) on its telephone services for the 2012-2013 funding year from the USAC E-Rate program. The 2011 discount amount was \$697.20.

Approval of Meeting Minutes

Approval of June 21, 2012 minutes

A motion was made by Trustee Pajak to approve the minutes as amended. Trustee Stafford seconded. The motion carried unanimously.

ILS – Integrated Library Systems:

The annual meeting of the Southern New Hampshire Library Cooperative (SNHLC) will be held on Tuesday, Sept. 4 at 7 p.m. in Sandown. In preparation for the annual meeting, the Trustees reviewed SNHLC By-Laws. Discussion ensued.

Trustee Stafford raised a concern over the State Library van service and books between the SNHLC Libraries not arriving in a timely manner. The Sandown Trustees agreed this topic should be discussed by the Library Directors and then again at the annual SNHLC meeting. Trustee Pajak would also like a report back on the outcome of the meeting.

Circulation and Visits

Total June 2012 visits increased 10% over June 2011.

Total June 2012 circulation increased 1% from June 2011 circulation.

Events & Announcements

New Database

The library now offers Atomic Training online which is an extension of Universal Class. The new Gale databases and eReference collection will be available soon.

July Events

A total of 44 events are scheduled for July: six programs for adults; 24 for children; 9 events for all ages and 5 for young adults. Please see attached calendar for specific activities.

The Library Director discussed needing assistance if the library is to participate in this year's Old Home Day parade. The Trustees and the Director agreed the Library will not participate in this year's Old Home Day parade.

Correspondence

The Library Director received an email message from the librarian in Sandown England asking if we would be interested in collaborating on a Pen Pal project for children between the two libraries. Youth Services Director Jennifer Bryant and the Director will be working on this together.

Facebook: The library has 133 Likes on Facebook.

Personnel and Training

The Library Director attended the annual meeting of the NH Downloadable Book Consortium. To keep up with the demand of ebooks, the consortium is proposing a 15% increase in fees for everyone.

Computers:

Technology Plan Review

Due to the absence of Trustee True, only a brief review occurred. Trustee Pajak offered both structural and grammatical suggestions. Trustee Stafford provided her feedback suggesting we stick with the tabular breakout of information vs. a narrative. Additional discussion ensued regarding certain categories and how to describe.

Friends of the Library

The Friends will hold their next meeting on Monday, July 23. Trustee Owens will attend the meeting to represent the Board of Trustees.

Old Business

Marlow Memorial Bench – Work has begun on the site for the Marlow Memorial. The plan is to have it completed by Old Home Day. Discussion ensued.

Carpet Repair costs – pending

Outreach programs - pending

New Printer – The new HP laserjet color printer was purchased for \$669.75 and has been installed. The Library Director asked for advice on what to do with the older printer. The same model is selling on eBay for \$250-\$350. The Trustees suggested offering the old printer to other town departments in need.

Internal Control Policy

The proposed policy was reviewed by the Trustees and Bookkeeper. Trustee Pajak motioned to accept the policy with changes, Trustee Clifton seconded and the motion carried unanimously.

New Business

Story Hour Program – The Director alerted the Trustees that during budget planning we will be discussing staffing ideas of future Story Hour Programs.

Policy Review

The Library Director received quite a few responses regarding updating the current registration form. A few libraries are not using paper forms anymore. The Director needs to collate the research and will bring the suggested changes to the August meeting.

The Public Internet Policy was reviewed.

A draft of an Internal Control Policy was reviewed by the Trustees. Trustee Pajak moved to accept the policy with changes provided by Trustee Clifton, Trustee Stafford seconded and the motion carried unanimously.

Fire Chief Inspection

At the request of the Library's Joint Loss Management Committee, Sandown Fire Chief Tapley inspected the library for possible safety issues. He recommended that the library purchase new Exit signs and new batteries for the emergency lighting. Crash bars on the lower level exit are optional but a good idea. The bulkhead emergency exit should be made into an exit similar to the one on the other end for easier access.

Landscaping

The Library Director reported that she spoke to members of the Garden Club about improving the landscaping around the front of the library building. They stated they would discuss with their membership at their next meeting. The Director asked if the Board would approve her speaking to the Selectmen about this issue since the exterior of the building is covered under the Governmental Buildings budget.

Other

Next Business Meeting

Date and Time of next business meeting: Thursday, August 16, 2012 @ 6:45 pm.

Trustee Pajak motioned to adjourn the meeting at 8:25p.m. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted,
Tina M. Owens
Secretary