



Sandown Public Library Trustees Meeting

August 13, 2009
FINAL Minutes

In Attendance

Trustees: Steve Clifton, Diana True, Carol Stafford, Tina Owens. Library Director, Barbara Lachance. Bookkeeper: Patti Sarcione. Selectmen's Liaison: Nelson Rheume
In Absentia: Louise Pajak

Approval of Minutes

Approval of July 9, 2009 minutes

Trustee Stafford made motion to accept minutes as amended and Trustee Clifton seconded. All in favor.

Approval of August 1, 2009 minutes was tabled until September meeting. Trustee Owens will prepare the minutes for review and approval.

Finance Report

Financial Reports were submitted by Patricia Sarcione, bookkeeper.

- Trustee Clifton reminded the Trustees of the letter sent to the Selectmen on April 28, 2009 indicating we will hold \$5000 in abeyance as a response to their request to address potential budget deficit.
- Bookkeeper noted the decrease in interest in checking account over previous years – only \$58.72. The library will only spend the exact amount received in interest. Trustees discussed the warrant article that allows us to spend the interest as long as it is budgeted as revenue. Trustee Owens cited the 2008 warrant article the library did submit to the Town which was voted upon and accepted.
- Selectmen Rheume discussed a revolving account and suggested that the library look into setting up one.
- Only 33% of repairs and maintenance line item has been spent – due to items to be expended in the latter part of 2009.

Profit and Loss Report – January 2007- December 2008

Budget Committee requires this information for our upcoming meeting.

Bookkeeper Sarcione indicated this report covers the entire budget expenses/profit and loss for each of 2007, 2008 and 2009 years requested.

News & Views of the Director

Circulation and Visits:

Total July 2009 visits up 9% over July 2008

Total July 2009 circulation up 13% over July 2008

The Library reached our highest numbers in 22 years: 4900 visits in one month and 9010 items checked out in one month! We attribute some of the increase to the rainy summer and poor economy but we would also like to think that the high quality of materials and excellent service played a part as well.

Programs & Announcements

Sandown Citizen of the Year was awarded to our own Library Technician Hazel Marlow during the Old Home Day celebrations.

Summer Reading Program Final Statistics:

290 participants
56 events in July with 13 volunteers helping
1140 people attended events in July
Budget over by \$34.95 (candy for parade)
3979 books read: 3789 children's books and 190 adult books;
228,074 minutes of reading

Monthly Library themes will begin again in September

SEPT: Health Awareness Month – H1N1 Flu information
National Honey Month – display of locally grown honey
OCT: Bake and Decorate Month – highlight cake pans
Demo cake decorating

Staff Meeting

Most recent staff meeting was held on Friday, August 7, 2009.

Next staff meeting is scheduled for Monday, August 17th to finalize autumn events.

Library Director reports that she has a plan to schedule autumn training sessions for staff with Library Insight and Piper Mountain Webs to review updates on both services.

Computers/Networking

Contract Agreement

Discussion on the proposed Adel-XT Computer Annual Service Agreement ensued. Suggested changes included lowering the proposed amount of the contract.

Old Business

Strategic Plan – Tabled until further notice.

Payroll and Benefits Management Program

- Research continues on the Library Payroll and Benefits Management process and those items the Trustees will need to understand and address if/when we are to assume full control of the library payroll process.

The Library Director reported on the following items:

For the Library to join the NH Retirement System:

Library must submit an Employer Election Form to NHRS by Nov. 15 at latest.

* This form states that the Library Board of Trustees at an official meeting voted to include its employees in the NHRS.

* Library must submit a Tax Shelter Election Form to NHRS, which the NHRS Board of Trustees will approve and send to IRS.

To administer health insurance and other benefits, the Library must send in paperwork to prove eligibility. The Library may use LGC and/or Primex.

LGC needs the following information:

1. Information on how the organization's governing body is elected or appointed.
2. Whether the members of the governing body are public officials or employees, private citizens, etc.
3. Nature of activities: Information regarding nature and extent of organization's activities and its involvement with municipalities.

Primex has an eligibility checklist.

Discussion ensued

New Business

Library Shelving

Library Director requested our usual shelving company visit and provide estimate for additional shelving for audio book, large print book, biography book shelving, and Children's room shelving. Library Director walked the Trustees through the proposal.

Trustee Clifton motioned to authorize the Library Director to purchase additional shelving not to exceed \$4200 and utilize the Whitney Turner Memorial Fund Donation Income, miscellaneous donation income for 2009 and Materials budget line item to cover the expense. Trustee True seconded and the motion carried.

Director Lachance submitted approval from the Turner family to use the remainder of the Whitney Turner Memorial Fund to cover the shelving expense.

Children's Librarian position

Director Lachance presented a proposal for renaming the title for this position and the qualifications required for the position. Discussion ensued including review of job description, job title and salary.

2010 Budget

Discussion was raised on how the Library can move our wage matrix to an officially accepted contract with the taxpayers. Other libraries in southern NH have a wage matrices. Director Lachance will contact these libraries to find out if these matrices were accepted by the towns as binding and if the matrices protected the library staff for pay raises during a default budget year.

Next Business Meeting

Date and Time of Budget meeting {Thursday 8/20/09 @6:45pm}

Date and Time of next business meeting {Thursday 9/24/09 @ 6:45 pm}

Trustee Clifton motioned to adjourn at 10:19pm, Stafford seconded, motion carried.

Respectfully submitted,

Tina M. Owens
Secretary