



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
Meeting Minutes
August 11, 2011

Attendance

Trustees: Tina Owens, Diana True, Carol Stafford and Steve Clifton and Selectmen's Liaison James Devine
Library Director: Barbara Lachance
Bookkeeper: Patricia Sarcione
In absentia: Louise Pajak

The meeting was called to order at 6:51 p.m.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper
Overall at 59% spent

Acceptance of unanticipated funds/gifts

A donation was received of \$21.97 from Mary Beth Webster for a knitting magazine. Trustee Clifton motioned to accept donation as reported and Trustee Stafford seconded. The motion carried unanimously.

Payroll and Benefits Management Program

We are still waiting for a response from NHRS as to whether the Sandown Public Library is considered a governmental entity. This has been languishing for months and we are growing weary with their lack of attention. As such, the Library Director met with an investment advisor about possibly setting up a SIMPLE plan for the library employees. Trustee Stafford suggested we move this discussion to a future meeting and explore in more detail. The Trustees asked the Library Director to gather more information regarding the Library Trustees status as "trustees" of the staff's pension plan. Is this within the RSA definition of the role of a board of Library Trustees?

Approval of Meeting Minutes

Approval of June 16, 2011 minutes

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

ILS – Integrated Library Systems:

The Library Trustees of Atkinson, Plaistow and Sandown continue to discuss the possibility of forming a cooperative to share resources through an ILS system. Trustee Clifton reported he did not get the minutes from the last combined Trustees meeting.

Circulation and Visits:

Total June visits decreased -1% from June 2010.

Total June 2011 circulation remained level with June 2010 circulation.

Total July visits decreased -3% from July 2010.

Total July 2011 circulation increased 3% from July 2010 circulation.

Programs & Announcements:

Old Home Day Float – the Library Director asked that the Trustees discuss a new strategy for the Library’s participation in future Old Home Day Parade’s. Trustee Stafford suggested this be added to any regular business meeting agenda from March 2012 forward.

Summer Reading Program, “One World, Many Stories” began on June 27 and continues until August 11.

229 children have signed up to participate.

The program has 38 events in July for children, teens and adults.

All 100 free tickets to Water Country were distributed to the first 100 children who read a total of 700 minutes.

The adult portion of the program will continue until September 6, 2011.

August programs include a book talk on 8/17 from Sandown resident Bill Burke, who has published the second edition of his book, “Mousejunkies”.

On 8/24, the Library Director will host a “How to Take an Online Course” workshop.

Friends of the Library:

The Friends held their regular business meeting on Monday, July 25th. Plans were made for the Old Home Day Book Sale. Can any of the Trustees help with cleaning up after the book sale? Trustee Owens agreed to assist. The Friends are also working on a cookbook in memory of Hazel Marlow. They are collecting recipes from town residents and organizations. They also have a new raffle basket on display as a fundraiser through Oct. 1. It is a Made in NH basket.

Facebook: The library now has 99 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

The new library page, Nichole Fales, started on Monday, August 8th. Senior page Samantha Dulong will be leaving for college. Her last day is August 25.

Repairs and Maintenance: The Town Custodian painted all the exterior doors. He will do the railing as soon as possible, weather permitting. The Town Custodian will also seal the two sets of wood exterior stairs and repair damage to the gutters.

Computers:

Adel-XT worked on an ongoing problem with InfoCenter. The circ computers become very slow in the afternoon and then a “Java memory error” window pops up and freezes the system. The only way to fix the problem is to close down InfoCenter and restart the software. Adel-XT fixed the problem but is monitoring the system. If it happens again, InfoCenter will have to be contacted.

Technology Plan Review

Computer Replacement – The Library Director reviewed the computer inventory plan and recommended the replacement of two staff computers that are now five years old and one internet computer that is four years old.

Trustee Stafford motioned to approve the Library Director use monies allocated in the Technology line item to purchase the two replacement computers as stipulated in the Library’s Technology Plan. Trustee True seconded and the motion carried.

Computer Class – The Library is waiting to hear from Lynn MacDonald from Knowledge Tree about her availability to host a second computer class on email and Word.

Old Business

CIP Update

Discussion ensued regarding information needed by the Master Plan Committee. Trustee Clifton will take over providing the necessary documents and will also locate his spreadsheet detailing estimated costs for library building expansion.

Marlow Memorial Bench – The Library Director met with the Selectmen about the placement of a memorial bench in honor of Library Technician Hazel Marlow on the grounds around the library. The Selectmen approved the idea and asked to be informed about the final plans.

Boy Scout Christopher Robinson has volunteered his services to the Library, Town and Marlow Family to work on the landscaping project around the bench as an Eagle Scout project. The Marlow family approved the project. Christopher will be in touch with the family and the Selectmen. The Library Director will work as a liaison to the project.

New Business

Fall Story Hour program – The Library Director presented a new format for the Library's Fall Story Hours programs. Instead of having a staff member do weekly story hours, a professional teacher will be hired for a six-week program. The program will consist of two morning sessions each week that will include music, flannel boards, poetry, stories and a craft centered on a specific theme. Each week the theme will change. The cost will be \$500 for each six-week session. Trustee Owens motioned that the Trustees approve the expense of \$500 for one six-week trial session. Trustee Clifton seconded and the motion carried unanimously.

Energy Committee Report – The Library Director reviewed the recommendations from a report produced by the Energy Committee. The report investigated all the Town buildings and made recommendations on how to save on energy costs. The one recommendation for the Library was to decrease the lighting usage by removing one bulb from each light fixture. According to the report, the lighting used is much higher than recommended guidelines. They suggest doing this on a test basis in certain areas of the library. The Trustees agreed and the Director will begin exploring the safest method for removing bulbs.

2012 Budget preparation- The Library is scheduled to present its 2012 budget to the Town's Budget Committee on Wednesday, Sept. 28 at 7:15 p.m. Therefore, the Library budget should be to the Selectmen's Office by Tuesday, Sept. 6 and the Trustees are scheduled to meet with the Selectmen on Monday, Sept. 12 at 9 p.m.

Trustee Clifton recommended 3 different budget scenarios: Version One: starting with a budget that reflects typical operation expenses without level funding and 2.5 raise for staff; Ver. 2 - remove 2.5 raise but include other line item increases; Ver. 3 - keep at 270K, keep heat increases and level fund everything else.

OTHER

Trustee Clifton requested the Director explore the idea of a lending policy for Wii games.

Library Buying Cooperative Meeting - Thursday, August 25, 2011 @7pm (with Plaistow and Atkinson Trustees)

Trustees Budget Review Meeting - Tuesday, August 30, 2011 @ 6:45pm

Next Business Meeting

Date and Time of next business meeting {Thursday September 15, 2011 @ 6:45 pm}

Next Strategic Plan meeting: tabled for the foreseeable future

Trustee True motioned to adjourn at 9:20p.m. Trustee Owens seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens
Secretary