



Sandown Public Library Trustees
Meeting Minutes FINAL
August 16, 2012

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison:

In Absentia: Louise Pajak, James Devine

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

Finance Report

Financial Reports

The Bookkeeper presented the financial report. Overall budget is 66%. Discussion ensued.

Acceptance of unanticipated funds/gifts

Paul M. Densen Memorial Donations totaled received \$2125.00. Trustee Owens motioned to move the full amount of donations received thus far to the Trust Fund. Trustee True seconded. Discussion ensued and the motion carried unanimously.

Sandown Garden Club donation of \$109.00 to pay for gardening books. Trustee True motioned to accept the Garden Club donation of \$109.00, Trustee Stafford seconded and the motion carried unanimously.

Harry McNally donation of \$5.00 for gift items for the summer reading program "store." Trustee True motioned to accept the \$5.00 donation as intended, Trustee Stafford seconded and the motion carried unanimously.

Trustee Stafford, as Chair, asked to alter the agenda to address the proposed 2013 budget.

New Business

2013 Proposed Budget

The Library Director presented the proposed 2013 budget to the Board of Trustees. Discussion ensued.

DEADLINES:

- Tuesday, Sept 4th – Budget is due to Selectmen
- Monday, Sept 10th – Trustees present budget to Selectmen; 8:15pm
- Wednesday, Sept 26th – Trustees present budget to Budget Committee; 7pm

Payroll and Benefits Management Program

No updates to report

Approval of Meeting Minutes

Approval of July 19, 2012 minutes

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

ILS – Integrated Library Systems

The annual Southern NH Library Cooperative meeting will be held at the Sandown Library on Tuesday, September 4th at 7pm. The Director asked the Trustees if they can help by bringing snacks. Trustee Owens offered to come early and help with set-up.

Circulation and Visits

Total July 2012 visits decreased 2% over July 2011.

Total July 2012 circulation decreased 10% from July 2012 circulation. Usage statistics for Atomic Training are not available yet and will be added when received.

Events & Announcements

Website Update

The Library Director is working with the library's website manager to improve the design and usability of the reference page.

August Events

A total of 25 events are scheduled for August: six programs for adults; 13 for children; and 6 events for all ages. Please see attached calendar for specific activities.

Facebook: The library has 138 Likes on Facebook.

Personnel and Training

New Library Page Christopher Robinson started working at the library August 7. Robinson will replace Senior Page Matthew Desfosses, who will finish on August 18. The Library Director expressed appreciation for Matt's two years at the library.

Computers:

Friends of the Library

The Friends will hold a special fundraiser event at Uno's Chicago Grill in Haverhill on Sunday, August 19 and Monday, August 20. Everyone is encouraged to attend. The event takes place all day both days.

Old Business

Marlow Memorial Bench –Dedication of the Marlow Memorial Bench was held on Old Home Day, Saturday, Aug. 11. Members of both the Marlow and Bassett families attended.

Carpet Repair costs – pending

Outreach programs - pending

Old Printer – No town department has expressed any interest in the library's old HP laserjet printer. The Trustees encouraged the Director to find other methods to get rid of the printer including posting a sign on the marquee outside offering the printer in exchange for a donation.

Policy Review

Registration Form update - pending

Fire Chief Inspection

The Library Director is waiting on a bid from an electrician for the replacement cost of exit signs and emergency lighting. She is also waiting on bids from two contractors to add a crash bar to lower level exit door.

Landscaping

The Library Director and Trustee Owens are scheduled to meet with the Board of Selectmen on Monday, Aug.20 at 7:40 to discuss the landscaping around the front of the library building.

Other

Budget Review Meeting

The Trustees agreed to meet on Tuesday, August 28, 2012 at 7pm for one final review of the 2013 proposed budget before submitting to the Town.

Next Business Meeting

Date and Time of next business meeting: Thursday, Sept. 20, 2012 @ 6:45 pm.

Trustee Stafford motioned to adjourn the meeting at 9:18p.m. Trustee Clifton seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens

Secretary