



## SANDOWN PUBLIC LIBRARY

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

*Sandown Public Library Trustees*  
*Meeting Minutes*  
**September 1, 2011**

### Attendance

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

Library Director: Barbara Lachance

In absentia: Louise Pajak

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

### 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. Discussion ensued as the Trustees reviewed each line in each scenario.

Mango/Universal Class – discussion ensued regarding what to do with these newly acquired online services this year. The Director reminded the Trustees the current subscription period runs through April 2012. The Trustees agreed that we will not renew the services given the request from the Budget Committee to level fund our 2012 budget. Simultaneously, the Trustees agreed that if usage jumps between now and the time for renewal, the Trustees will agree to fund the renewal with other monies.

The Trustees agreed to submit a FY2012 Level Funded budget with 2% raises for a budget of \$273,161.25. This means there will be some reduction in materials and services. Trustees Clifton and True noted further that the realistic operational expenses for FY 2012 are \$281,874.18. Trustee Stafford noted that even though the Library has agreed to level fund the budget we will need to be cautious as costs for books and materials will likely not be reduced.

### ILS – Integrated Library Systems:

The Library Trustees of Atkinson, Plaistow and Sandown made excellent progress towards creating a letter of agreement to create a cooperative group which will share resources through an ILS system. Trustee Owens reported on the pending letter of Agreement between the three participating libraries (Sandown, Atkinson, and Plaistow) and reported further that we should review and accept at our September 15 regular business meeting.

The Library Director received the contract from the service company, ByWater Solutions, for the initial fee to set-up our new ILS. Discussed ensued regarding the funding for upgrading the ILS and it was decided the Trustees will use fine money for the upgrade rather than appropriating funds in the 2012 budget.

Director Lachance also reported the Union Catalog is likely to be live by December 2011.

### Technology Plan Review

Computer Replacement – The Library Director reported that she is in the process of ordering two replacement computers. She is investigating the NH State Contract with HP computers and will compare quote with the Dell quote to insure the best pricing on the computers.

**Old Business**

## CIP Update

Discussion ensued regarding information needed by the Master Plan Committee. Trustee Clifton provided the necessary documents to the Master Plan Committee and also located the spreadsheet detailing estimated costs for library building expansion. The Trustees thanked and commended Trustee Clifton for the excellent report he sent to the Master Plan Committee.

**New Business**

Energy Committee Report – The Library Director reported that four lights have been safely removed from the Director's Office. The change in lighting is minimal. The Trustees agreed the change is minimal.

Recreation Department request – Dept. Chair Deb Brown requested to borrow the Library's Wii System for use at the Recreation Building as a trial for senior bowling. She has 14 seniors who would be willing to attend. The Library Director recommended that the program be considered a joint venture with the library to show community partnership among town groups. The Trustees agreed with the Director's approach to this opportunity.

**Other**

Trustee Stafford reported the Town Cable Committee has approached the Library again about televising the Library Trustee meetings. The Trustees agreed to televise the meetings and the committee is welcome to bring their cameras and equipment to the Library where the meetings are held.

## Next Business Meeting

Date and Time of Budget meeting with Selectmen: Monday, September 12, 2011 @ 9pm

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

Next Strategic Plan meeting: tabled for the foreseeable future

Trustee Clifton motioned to adjourn at 8:41 p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens  
Secretary