



SANDOWN PUBLIC LIBRARY

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Sandown Public Library Trustees
*Meeting Minutes **FINAL***
September 15, 2011

Attendance

Trustees: Diana True, Carol Stafford and Louise Pajak. Tina Owens arrived late.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Steve Clifton and Selectmen's Liaison James Devine

The meeting was called to order at 6:55 p.m.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Overall at 67% spent which is just where it should be. Library Director stated that the Programs line will be over by \$500 by the end of the year due to a change in Story Hour programs and an increased number of adult programs.

Acceptance of unanticipated funds/gifts – there were no donations or gifts to accept.

Payroll and Benefits Management Program

On August 31, 2011, NH Retirement System finally approved the Sandown Public Library as a governmental entity. The next step needed to participate in the Retirement system is the completion of the Employer's Election to Participate form and a copy of the approved minutes of the meeting where the Board of Trustees approved participation with the NH Retirement System. The Library Director and the bookkeeper stated that this vote would have to be done by the October meeting in order to make the deadline for beginning Jan. 1, 2012.

The Library Director and the Bookkeeper spoke to all the issues surrounding all aspects of the library taking over its own payroll. It was decided to make Payroll and Benefits Management a formal agenda item for October to finally decide whether the library will go this route for 2012.

Approval of Meeting Minutes

Approval of August 11, 2011 minutes

A motion was made by Trustee True to approve the minutes as corrected. Trustee Stafford seconded and the motion carried unanimously. Trustee Pajak abstained.

Approval of September 1, 2011 minutes

A motion was made by Trustee True to approve the minutes as corrected. Trustee Stafford seconded and the motion carried unanimously. Trustee Pajak abstained.

ILS – Integrated Library Systems:

The Library Director provided an update on the progress of getting the Letter of Agreement approved and signed by the participating libraries (Sandown, Atkinson and Plaistow). The Director also shared the thoughts and opinions of the Library Trustees from other libraries in the Cooperative regarding the ByWater Solutions service contract; the Sandown Trustees had no objections to the recommended changes.

Circulation and Visits:

Total August visits increased 16.8% from August 2010.

Total August 2011 circulation increased 11% from August 2010 circulation.

One reason for the increase in visits was due to the magic show being scheduled August 1 this year. Usually the big program is scheduled in July, so the attendance at this program (158) was counted in the August stats rather than July. Also, the count of visitors to the website continues to climb steadily.

There was a definite increase in the number of library materials that were checked out from the library in August. However, the trend in increase usage of downloadable audiobooks and ebooks continues to rise.

Programs & Announcements:

August Programs:

9 Adult Programs were offered in August with 37 people attending the events.

7 Children's programs were offered in August with 280 children attending the events.

1 All-Ages program attracted 6 people to the event.

September Programs:

See attached calendar for September events.

There were a total of 429 entries into the summer reading raffle event for the adults which ended on Sept. 7, 2011.

October is filling up with adult programs thanks to the work of Program Coordinator Judy LaPorte.

Friends of the Library:

The Friends will be hosting their "Reach The Beach" Rest Stop at the Town Hall on Saturday, Sept. 17 as a fundraiser for the group. Volunteers are always needed to help especially with afternoon clean-up. Trustee Owens also reminded the Trustees that we agreed to share the responsibility of attending the Friends meeting.

Facebook: The library now has 105 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

Youth Services Director Jen Bryant will be attending the NHLA-READS meeting in Concord.

Program Coordinator Judy LaPorte will attend NHSL training, Library Programming, on Sept. 22 in Plymouth, NH.

Library Director Barbara Lachance attended the Merri-Hill-Rock Co-op meeting on Wednesday, Sept. 14 in Windham, NH. Lachance is the president of the Co-op for the 2011-12 year.

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:

Technology Plan Review

Nothing to report.

Computer Replacement – The Library Director received two quotes for the two new computers. One is from HP under the NH State contract and the second is from Dell. The HP quote is lower than the Dell quote. According to Adel-XT, the Library's network support, the new computers will have Windows 7 installed, which is incompatible with InfoCenter. The Library Director and Adel-XT are working out ways to minimize the impact on usage.

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

Old Business

CIP Update – Trustee Clifton supplied updated information on the library’s needs to the Master Plan Committee. The spreadsheet that Trustee Clifton created will be forwarded to Matt Russell with the CIP Committee.

Marlow Memorial Bench – The Eagle Scout is still in the planning stages for this project. The Director will report more details as everything solidifies.

Energy Committee Report – Lightbulbs have been removed safely from light fixtures in all areas of the library except the staff office. No noticeable difference in lighting has been seen. The Library Director will report on any savings on the electric bill at the October meeting.

Wii Games Lending Policy – tabled for a future meeting.

2012 Budget Preparation - Budget Form for Budget Committee

The Library Director presented a draft of the 2012 Budget Summary Worksheet from the Sandown Budget Committee for the Trustees to review. Completion of this worksheet has been requested by the Budget Committee prior to the Library’s budget review meeting with the committee. Discussion ensued and the worksheet was edited accordingly.

New Business

Library Building Needs – The Library Director presented a list of exterior building repairs and maintenance for the Trustees to review. With the Trustees’ approval, the list will be sent to the Selectmen’s Office for inclusion in 2012 budget needs under governmental buildings. Discussion ensued regarding items on the list. The Trustees and the Director discussed the need for replacing the carpet throughout the library. The Library Director will research costs estimates for the next meeting.

OTHER

Meeting with the Budget Committee is scheduled for Wednesday, September 28 at 7:15 p.m.

Next Business Meeting

Date and Time of next business meeting {Thursday, October 20, 2011 @ 6:45 pm}

Next Strategic Plan meeting: tabled for the foreseeable future.

Trustee Pajak motioned to adjourn at 8:48p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,

Tina M. Owens
Secretary