



*Sandown Public Library Trustees*  
*Meeting Minutes **FINAL***  
***September 20, 2012***

Attendance

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

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

Finance Report

Financial Reports

The Bookkeeper presented the financial report. Overall budget is 73%. Discussion ensued.

Acceptance of unanticipated funds/gifts

Additional donations of \$475.00 for the Paul M. Densen Memorial were received. The total donation amount received to date is \$2600.00. Trustee Owens motioned to accept the additional donations and to move the amount to the Trust Fund. Trustee Pajak seconded. Discussion ensued. Chair, Trustee Stafford noted she has made a donation on behalf of the Sandown Library Board of Trustees and explained that any Trustee, if they choose, can make similar donations in the name of the Trustees. The motion carried unanimously.

2013 Proposed Budget

The Library Director received notice from the Selectmen's Aide that the Board of Selectmen approved an up-to-2% performance based wage increase for town employees for 2013.

The Bookkeeper notified the Board that the NH Retirement System just announced an increase in employer's contribution rates that are effective July 1, 2013. This will affect the proposed budget amount for the library. The Library Director calculated that the new rate will increase the NHTS line by \$627.37. Discussion ensued.

The Board of Trustees will present the proposed budget to the Budget Committee on Wednesday, Sept 26<sup>th</sup> at 7pm.

Payroll and Benefits Management Program

No updates to report

Approval of Meeting Minutes

Approval of August 16, 2012 minutes and approval of August 28, 2012 minutes were tabled due to not having a quorum of Trustees present who attended these meetings.

ILS – Integrated Library Systems

The annual Southern New Hampshire Library Cooperative meeting was held at the Sandown Library on Tuesday, September 4<sup>th</sup>. The Trustees reviewed a draft of the minutes.

Appointment of a Trustee to the New Member Steering Committee.

Approval of Staff Training – the Director explained that opportunities arise to train the staff on new features and functions and she would like the Trustees to consider paying the staff during these sessions. These training sessions allow the staff members covering each of their respective areas to meet with their counter-parts at the other member libraries and share experiences. Discussion ensued regarding the timing and logistics issues with the other member libraries. The Trustees agreed that paying the Sandown Library Staff to attend these trainings is a smart idea.

The Library Directors will plan a Koha Users' Group meeting for the end of November.

### Circulation and Visits

Total August 2012 visits decreased 15% over August 2011.

Total August 2012 circulation decreased 17% from August 2011 circulation. Part of the decrease is due to the longer checkout period. Materials circulate for three weeks instead of just two weeks therefore, the items are not renewed as often as last year. Usage statistics for Atomic Training and the Gale databases are not available yet and will be added when received.

### Events & Announcements

#### September Events

A total of 24 events are scheduled for September: eight programs for adults; 12 for children; and four events for all ages. Three teachers from Sandown Central are coordinating with Youth Services Director Jen Bryant to visit the library this month.

#### October Events

A total of 24 events are scheduled for October: eight programs for adults; ten for children; and six events for all ages.

### Collection Changes

With the purchase of the e-reference collection, the print reference collection has been reduced and the staff has shifted materials to new locations. All arts and craft books are now located in the magazine area and large print books will be moved to the front of the library. More changes to follow.

Facebook: The library has 141 Likes on Facebook.

### Personnel and Training

The Library Director attended the Merri-Hill-Rock Cooperative meeting September 12. The Director will also attend a Department of Labor Training Workshop in Derry on Thursday, Oct. 4.

The Youth Services Librarian will attend the Young Adult Librarians' meeting on Thursday, Sept. 27 in Concord and the Children's Librarians' meeting (CHILIS) on Tuesday, Oct. 2 in Hampton.

The Library Director announced that she will be on vacation October 18-31.

### **Computers**

The members of the Technology Committee were not present to review any items.

### **Friends of the Library**

The next meeting of the Friends group is Monday, September 24 at 6:30 p.m. Upcoming fundraising events will be discussed including O'Neill Cinemas Movie Pack, Book and Bake Sale at the Town Wide Yard Sale, and TD Bank Affinity Program. Trustee Owens agreed to attend on behalf of the Trustees.

### **Old Business**

Carpet Repair Costs – The Joint Loss Management Committee suggested purchasing a mat for the front foyer that will fit beneath the door; thereby covering the carpet seam that is unraveling.

Outreach programs – The Library will host NH author Rebecca Rule from the NH Humanities Council on January 23, 2013.

Other program ideas:

New England Stone Walls presentation

The Director reported Kevin Gardner will hold a seminar on how to build a stone wall. The Director will approach the Friends to cover the costs. Discussion ensued on advertising the event and, depending on the level of interest where to hold the presentation. Gardner will actually build a stone wall while talking to the audience.

JFK presentation

The Director and the Program Planner have discovered a gentleman who has crafted a program on the life of John F. Kennedy. November 2013 marks the 50<sup>th</sup> anniversary of the assassination of President Kennedy. Discussion ensued regarding the date to hold the event, the costs, and if there is potential for a larger presentation with our Southern New Hampshire Library Coop member libraries.

#### Policy Review

Registration Form update - pending

#### Fire Chief Inspection

The Library Director hired an electrician to replace 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 met with the Board of Selectmen on Monday, Aug.20 to discuss the landscaping around the front of the library building. The Selectmen agreed to get bids for lawn improvement and submit a warrant article at Town Meeting.

#### **New Business**

Basement Egress – The Selectmen’s Aide is putting together bids for improving the bulkhead egress from the lower level meeting room. The Fire Chief suggested changing the exit to be similar to the side door exit on the other end of the lower level. The Selectmen questioned whether the exit should be handicapped accessible and are looking for input from the Trustees. Discussion ensued.

#### Densen Memorial Reception

Plans are underway to host a reception in honor of Paul and Elizabeth Densen at the end of April or beginning of May 2013. The Library Director is in contact with the family. Discussion ensued.

#### Policy Review

As a way to save paper and staff time, the Library Director suggested to change the procedure for patrons’ awareness and approval of the library’s internet policy. The Director shared that simple HTML coding would allow us to display a PDF of the policy as soon as one starts a session on a public access computer. Discussion ensued. The Trustees agreed this would be a good idea and agreed the Library Director should move forward with implementation.

#### Overdrive Advantage

With the continued increase in usage of the downloadable books, the Library Director suggested participating in the Overdrive Advantage program, which allows libraries to purchase their own e-book titles and circulate them through Overdrive. Discussion ensued during which the Library Director shared that 58 library users have books on-hold for Overdrive. Trustee Pajak motioned to spend \$1000 from the Fines Account to purchase Overdrive Advantage. Trustee Stafford seconded and the motion carried unanimously.

#### DVD Acquisitions Budget

The Library Director requested that an increase in the amount of Fines money used to purchase DVDs from \$200 per month to \$300 per month. Trustee Owens motioned the Trustees approve the increase of monthly Fines money spent on DVDs to \$300 per month. Trustee Pajak seconded and the motion carried unanimously.

#### **Other**

#### Next Business Meeting

Date and Time of next business meeting: Thursday, October 11, 2012 @ 6:45 pm.

Trustee Pajak motioned to adjourn the meeting at 8:49p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,  
Tina M. Owens  
Secretary