



Sandown Public Library Trustees Meeting

February 12, 2009

Minutes

In Attendance

Diana True, Louise Pajak, Barbara Lachance, Tina Owens, Carol Stafford, Patti Sarcione Bookkeeper, Nelson Rheaume, Selectmen's Liaison

In absentia – Steve Clifton

Approval of Minutes

Approval of January 22, 2009 minutes

Louise motioned to accept the minutes with corrections. Diana seconded and the motion carried.

Finance Report

Financial Reports – Patti Sarcione

Patti reviewed the new format for the monthly finance report. Discussion ensued.

Investment Policy – Attorney General Request

Barbara read a letter from the Attorney General's office requesting that we provide the date the Trustee's reaffirmed our Investment Policy provided there were no changes.

Louise motioned that the Trustees reaffirm our Investment Policy that we adopted on December 20, 2007. Carol seconded and the motion carried.

Diana True signed a letter which we will send to the Attorney General indicating that the Trustees reaffirmed our Investment Policy on February 12, 2009 as originally written and accepted on December 20, 2007.

2008 Default Budget

Barbara submitted a report to the Trustees explaining an error on the part of the Town Counsel and MRI Finance Director Sherry Rockford, MRI being the temporary service covering these duties while the Town Finance Director position is empty, which has resulted in the Town not properly representing the correct increase in the Library Director's contractual salary – the amount of which is \$11,166.84 - in the default budget. Discussion ensued. If the Town goes into default budget, the Town will be responsible for covering the increase in the Library Director's salary. The Trustees unanimously agreed to write and submit a letter to the Selectmen requesting notification and confirmation by Thursday, February 27, 2009 that the Town will cover the missing \$11,166.84.

News & Views of the Director

Circulation and Visits

Numbers were down slightly in both categories which is not unusual for January. Tina reminded Barbara that we must include number of hits on our website as "virtual" visits to the library.

Programs & Announcements

Director away in March on vacation from March 2-10, 2009

March programs

Children's Programs –February and March

Barbara reviewed a list of programs that will be held during February vacation. All of these programs are listed on our website calendar.

Financial Wellness program

Barbara reported 5 people were in attendance.

March is National Craft month

Barbara reviewed a list of programs for adults and family during the month. All of these programs are listed on our website calendar.

Barbara is also setting up a major display of local craft work and a new collection of craft books to display for the library customers.

Computers/Networking

Laptops

2 Laptops and 3 workstations are now in place in the Internet area.

Barbara is pleased with the layout. Older computers have been moved to other parts of the library. There is one older system that Barbara would like to donate to another department in town that may be in need.

Website

Launched February 10, 2009 - www.sandownlibrary.us

Discussion ensued on the layout and design.

Photo of Trustees needed

Tabled until further notice

Old Business

Approval of Policies – Video Gaming; Child Safety; Volunteers

Barbara submitted copies of these new policies for the Trustees to review, approve and sign as official.

Discussion ensued regarding background checks on Volunteers; the frequency of conducting background checks; and if longtime volunteers are grandfathered in any way from background checks.

Louise motioned to accept the Volunteer Service Agreement as corrected and with follow-up questions. Carol seconded and the motion carried.

Repairs and Maintenance

Painting interior completed

Barbara reported the interior painting is completed and meets with her satisfaction.

Carpet installation has been completed.

New shelving installation scheduled 2/13/09

Barbara will be meeting Tucker Shelving at the library to install the new shelving.

DVD, VHS and Biography collections moved

With the addition of the new shelving, Barbara will be rearranging placement of these collections.

New Custodian starts 2/11/09 – Barbara is very pleased with the new custodian, Paula Bonin, and her quality of work.

New Business

Strategic Planning Discussion

Newspaper Headlines about SPL in 2014

Discussion ensued

Survey Monkey

Barbara is working on pulling a survey together using Survey Monkey

SWOT Focus Groups

Barbara addressed the Trustees suggestion that the Library sponsor focus group meetings for different user groups of the library. Discussion ensued regarding how to schedule the different groups including the children, young adults, mother's club, adult patrons and Friends of the Library.

Other

Louise motioned to adjourn the meeting at 9:10 pm. Carol seconded and motion carried.

Next Business Meeting

Date and Time of next business meeting {March 19, 2009@ 6:45 pm}