



**Sandown Public Library**  
**July 9, 2009**  
Trustees Meeting Minutes

**In Attendance**

Diana True, Carol Stafford, Barbara Lachance, Tina Owens, Louise Pajak, Steve Clifton

Nelson Rheaume – Selectmen's Liaison

Patti Sarcione – Bookkeeper

**Approval of Minutes**

Approval of May 28, 2009 minutes

Trustee Stafford motioned to approve the minutes as corrected. Trustee Clifton seconded. Trustee Owens abstained. Motion carried.

Approval of June 18, 2009 minutes

Trustee Owens motioned to approve the minutes as corrected. Trustee True seconded. Trustee Clifton abstained and the motion carried.

**Finance Report**

Bookkeeper Sarcione reported to the Trustees that we have changed our procedure with getting payroll monies from the Town. In the new payroll process, based on the preference of the Town Bookkeeper, the library will reimburse the Town for payroll expenses based on actuals.

Quarterly payment schedule from the town has been adjusted as follows -

\$65,231.64 for Q1/2009;

\$64,810.15 for Q2 and Q3/2009;

\$64,810.14 for Q4/2009

Discussion ensued regarding several line items; mostly points of clarification.

Trustee Clifton commented his 9 year old son has been commenting lately that the Children's book selection is not as good as it once was. The Library Director thanked Trustee Clifton for the feedback and agreed to investigate this further.

Discussion ensued regarding the \$5000 the Library Trustees agreed to give back to the Town. The Trustees allocated this \$5000 when the Town requested

assistance from Town Departments earlier in 2009 for anticipated budget shortfalls. Weeks later, the Town then determined it may not need these returned appropriated funds and asked the Library Trustees to wait on issuing any check. Trustee Clifton requested that we ask the Selectmen to be certain to notify the Library by October 31, 2009, if they need these funds so the Library Trustees can adjust our budget accordingly.

## **News & Views of the Director**

### Circulation and Visits:

Total visits up 12% over June 2008

Total circulation up 41% over June 2008

121 new patrons registered since Jan 2009 or avg. 20/month

### Programs & Announcements

June Programs: Author Talks-

- Sandown resident Bill Burke, "Mousejunkies" on June 11 – 47 people attended!
- 27 attended the program by NH Author and cyclist Marty Basch on June 24. Thanks to Friends of the Library for sponsoring the event.

Summer Reading Program kick-off was June 29!

230 participants have registered.

Summer Reading is the theme for both July and August.

See the Calendar for programs and events.

Monthly themes will begin again in September.

Conference: Library Director and Trustee Diana True attended the LGC Right – To – Know Workshop at Sandown Town Hall on Wednesday, June 24 from 9 – 11 a.m.

## **Computers/Networking**

Comcast installed a new modem for Internet service.

## **Old Business**

### Survey Monkey Results

The comments from the 2009 Library Survey were aggregated under the headings: Facility, Website, Technology, Programs, Books, Magazines, Museum Passes, DVDs/Audios, New Services, Customer Service, Staff, Hours, and ILL. Compilations of responses are available, by request, from the Library Director.

Discussion ensued regarding the responses. Trustee True recommended we review the feedback and use the input to implement changes. Trustee True also suggested pulling out positive comments to be highlighted on the website and the sign.

### Town CIP meeting – Library Capital Needs

Trustee Louise Pajak, serving as the Library Liaison, and Trustee True attended the CIP Committee meeting, which reviewed the Library's forms submitted for capital needs.

Trustee Pajak will work on answering specific questions asked by the Committee regarding our list of needs which include:

Integrated Library System (should not be part of the CIP)

Recommended we roll the construction of an addition and carpet replacement together under one project

Recommended we consider the building of a brand new Library. Trustee True reported that she and Trustee Pajak commented the Trustees are trying to be conservative and sensitive to the taxpayer's wallets.

Recommended the septic system management fall under the Town

Recommended that we investigate what impact an alarm system would have on insurance reduction costs.

### **New Business**

#### Strategic Plan

Library Director submitted the beginning of a 2010-2015 Strategic Plan. Trustees agreed to review Library Director's document and discuss at a future meeting. A draft of a strategic plan has been developed as a starting point for discussion. The draft is based on the survey and SWOT analysis conducted by both the Trustees and the staff.

#### Library Payroll and Benefits Management Project

The Library Director updated the Trustees on this project reporting that she and the Bookkeeper are following the steps suggested by the Plaistow Public Library (PPL) Trustee and PPL Director to gather information on procedures and policy changes that are needed to process library employee payroll.

Discussion ensued.

## 2010 Budget Preparation

Library Director reviewed the Budget meetings for the Library.

The dates for the Library's meetings are:

**Monday, August 24** - Paperwork to Selectmen

**Monday, August 31** – meeting with Selectmen at 8:00 p.m.

**Wednesday, Sept. 16** - Meeting with Budget Committee at 7:30 p.m.

## Budget preparation for 2010 should begin in August.

The Library Director reminded the Trustees that she will be adding 2010 Budget discussions to the August Agenda.

## Wage Matrix Information

The Library Director submitted information from the NH Department of Revenue:

Wage matrix for library employees

July 8, 2009

DRA advice on warrant article for wage matrix

Contact: Don Borrer , DRA Muncipal Services Division  
( 271-3397)  
[dborrer@rev.state.nh.us](mailto:dborrer@rev.state.nh.us)  
[jsamms@rev.state.nh.us](mailto:jsamms@rev.state.nh.us) Jeanne Samms (Sandown liaison)

1. Will the warrant article be by petition or through Selectmen?
  2. What is the deadline for submission to Town?
  3. Does it include an appropriation of money?
  4. Format and suggested language
  5. Draft Review by DRA
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1. RSA 39:3 - Petition warrant article needs a minimum of 25 signatures of registered voters or signatures of 2% of registered voters (whichever is less).
  2. RSA 40:13 II-a (b) – (SB2 Towns) Deadline for petitioned warrant articles is second Tuesday in January (Jan. 12, 2010).
  3. Petitioned warrant articles that include appropriations of money are considered Special Warrant Articles (RSA 32:3 VI & RSA 32:5 V) and Selectmen and Budget Committee must put in their recommendations about the article.
  4. Format and language should include: “to see if the Town will raise and appropriate the sum of \$\_\_\_\_\_ for the purpose of \_\_\_\_\_ state specific public purpose “setting up a wage matrix for the library employees”.  
“This is a petitioned article” should be added to beginning or end. *Don’t write a lengthy explanation – keep article brief.*
  5. Don and Jeanne willing to review Draft article – just email draft to them whenever it is ready.

## **New Business**

### Closed Session

A motion was made by Trustee Owens to enter into closed session at 8:50pm. Trustee True seconded and the motion carried.

Roll Call: Diana True, Carol Stafford, Steve Clifton, Tina Owens, Barbara Lachance guest as Library Director.

At 9:27 the Trustees left closed session and a Roll Call ensued  
Roll Call: Diana True, Carol Stafford, Steve Clifton, Tina Owens, Barbara Lachance guest as Library Director.

Trustee Clifton motioned to seal the minutes of the closed session. Trustee True Seconded and motion carried.

Other

### **Next Business Meeting**

Date and Time of next business meeting {Thursday August 13, 2009 @ 6:45 pm}

Trustee Clifton motioned to adjourn at 9:29 pm; Trustee Owens seconded and the motion carried.

Respectfully submitted,

Tina M. Owens  
Trustee Secretary