



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
Meeting Minutes
January 17, 2013

Attendance

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

The meeting was called to order at 6: 52 p.m.

Finance Report

The Bookkeeper presented the final budget amounts for 2012. 100% of budget spent.
Discussion ensued.

Acceptance of unanticipated funds/gifts

Additional donations of \$305.00 from friends of the Densen family were made and designated for the Paul M. Densen Memorial. Total donations received to date are \$3055.00. Trustee Pajak motioned to accept the additional donations and to move the amount to the Trust Fund. Trustee Stafford seconded. Discussion ensued. The motion carried unanimously.

The Library Director announced that a donation of \$5000 was received from Dr. Peter and Mrs. Ellen Densen in memory of Paul M. Densen. A public hearing must be held to accept this donation. Discussion ensued regarding the procedure and timeline for the public hearing.

Payroll and Benefits Management Program

The Library Director received an announcement from the Department of Labor regarding changes to RSA 281-A:64, which now states that employers with more than 15 employees shall have a joint loss management committee and written safety program. Primex updated its bulletin to reflect the change. There is no longer a requirement for the library to have a joint loss management committee because the library only has 10 employees. Discussion ensued.

Approval of Meeting Minutes

Approval of December 6, 2012

A motion was made by Trustee True to approve the minutes as amended. Trustee Pajak seconded. The motion carried unanimously.

Approval of December 20, 2012

A motion was made by Trustee Pajak to approve the minutes. Trustee Stafford seconded. Trustees Owens abstained. The motion carried unanimously.

ILS – Integrated Library Systems

The catalogers from the three SNHLC member libraries met recently to discuss uniform procedures when importing MARC records into the shared catalog to prevent duplication of records in the catalog.

Circulation and Visits

Total December 2012 visits decreased 9% from December 2011.

Total December 2012 circulation decreased 7% from December 2012 circulation.

The annual statistics reflected a less than a 1% decrease in circulation and a .5% increase in visits. The Library Director reminded the Trustees that the loan period for materials changed from two weeks to three which accounts for the slight

decrease in circulation. Other notable statistics: 362 new patrons added in 2012; over 3400 people participated in one or more of the 340 events sponsored by the library in 2012.

Events & Announcements

January Events

28 Events Scheduled: Nine adult programs; 13 for children; and Four programs for all ages. The Library will present a NH Humanities program featuring Author Rebecca Rule on Wednesday, January 23 at 7 p.m. at the Town Hall.

Three drop-in sessions for people needing help with ebook readers and the downloadable service have been offered.

February Events

26 Events are scheduled for February including a program on making maple syrup. Youth Services Director Jennifer Bryant is planning a number of activities for the week of February vacation.

Facebook: The library has 161 Likes on Facebook.

Personnel and Training

The Library Director co-hosted a program on Popular Websites at the January meeting of the Merri-Hill-Rock co-op meeting.

The Youth Services Director attended the Merri-Hill-Rock Co-op meeting of the children's librarians.

Pen Pal Program

Matt Rittenhouse of the Tri-Town News wrote a story on this unique program that should be published in next week's edition.

Computers

Technology Plan Tabled

Piper Webs is working on the mobile app of the library website.

Two new laptops should arrive next week.

Friends of the Library

The January meeting of the Friends will be on Monday, Jan. 28 at 6:30 p.m. Planning for the Deliberative session is on the agenda. Trustee Pajak will attend meeting.

Old Business

Policy Review

Registration Form update - pending

Repairs and Maintenance

No date has been set for the well cover to be repaired.

Security System

The Library Director received a quote for installation of a new security system from Eastern Alarms. Discussion ensued.

The Library Director will work on getting more bids.

Policy Review – nothing new to report

New Business

2013 Holiday Schedule

Use of Library photos

Trustee Pajak motioned that Director Lachance is authorize to use library photos pending further Arcadia ownership of images. Trustee True seconded. The motion carried unanimously.

Other**Next Business Meeting**

Date and Time of next business meeting: Thursday, February 21, 2013 @ 6:45 pm. Public hearing on acceptance of \$5000.00 gift will be first item on agenda.

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

Respectfully submitted,

Barbara Lachance, Library Director