



## SANDOWN PUBLIC LIBRARY

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

*Sandown Public Library Trustees*  
*Meeting Minutes FINAL*  
*December 6, 2012*

### Attendance

Trustees: Tina Owens, Steve Clifton, Louise Pajak, Carol Stafford and Diana True

Library Director: Barbara Lachance

Selectmen's Liaison: James Devine

Bookkeeper: Patricia Sarcione

In Absentia:

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

### Finance Report

The Bookkeeper presented the financial report. Overall budget is 95.96%. Discussion ensued surrounding the year-end expenses on salaries, computers and audio books. In anticipation of insufficient funds, discussion ensued regarding whether to use Fines account monies to cover the costs of year end audio book purchases. Trustee Owens motioned the Trustees approve to spend no more than \$4200 on the year end purchase of more audio books. Trustee True seconded. Discussion ensued. 2 voted in favor (Trustees Clifton and True) and 3 voted against (Trustees Stafford, Owens and Pajak). The motion failed.

Discussion ensued regarding the dispersal of Fine Account Monies.

### Acceptance of unanticipated funds/gifts

An additional donation of \$100.00 from a friend of the Denson family was made and designated for the Paul M. Densen Memorial. Total donations received to date are \$2750.00. Trustee True motioned to accept the additional donations and to move the amount to the Trust Fund. Trustee Stafford seconded. Discussion ensued. The motion carried unanimously.

### Payroll and Benefits Management Program

A Department of Labor Inspector visited the library on Monday, Dec. 3 and conducted an "informal" review of the library records because the Library Director had attended one of the DOL workshops in October. Town departments that do not attend one of the DOL workshops are subject to a "formal" review.

### Joint Loss Management Committee (JLMC)

The JLMC met on Thursday, Dec. 6 and reviewed upgrades to the library as suggested by the Committee. They are working on a Safety Policy.

### 2013 Proposed Budget

The 2013 Health Insurance rates were approved by the Board of Selectmen. The Library Director presented the updated 2013 proposed budget with the new amounts included. Discussion ensued including the need for the Trustees to approve adding the Health Reimbursement Account (HRA) benefit of \$1500; this is comparable to what the Town is budgeting for Town Employees' HRA account. Trustee Pajak motioned to set the benefit line item to \$20,500.56 which includes the addition of an HRA account for the one full-time employee. Trustee True seconded. The motion carried unanimously.

### 2013 Default Budget

The Director presented the numbers for the default budget. The line items impacted would be Salary & Wages (with no increase in Children's Librarian hours, nor Story Hour coordinator); Water (we budgeted \$170 but actual increased amount for 2012 was \$240); and contractual obligations.

2013 Payment Schedule was signed and will be submitted to the Town.

### Approval of Meeting Minutes

#### Approval of October 11, 2012

A motion was made by Trustee Clifton to approve the minutes as amended. Trustee Stafford seconded. Trustees Pajak and Stafford abstained. Motion carried.

#### Approval of November 8, 2012

A motion was made by Trustee Pajak to approve the minutes as amended. Trustee Stafford seconded. Trustees Owens abstained. Motion carried.

### ILS – Integrated Library Systems

The NH Koha Users Group meeting was held in Concord on November 27. The Southern NH Library Cooperative sponsored the session and received positive response from the 25 attendees for spearheading the event. State Librarian Michael York was among the attendees. The State just announced that they accepted the bid from ByWater to support Koha for New Hampshire libraries that want to migrate their ILL systems.

A NH listserv for Koha Users is now underway, which will provide local support for all libraries.

### Circulation and Visits

Total November 2012 visits decreased -12 % from November 2011.

Total November 2012 circulation decreased -19 % from November 2012 circulation. However, the Director also reported the visitor counter is broken.

### Events & Announcements

#### November Events

Twenty-three events were held in November.

#### December Events

Several events are scheduled for December.

The Library will be closed on Monday, Dec. 24 and Tuesday, Dec. 25 for the Christmas Holiday. The Library will be open on Monday, Dec. 31 until 4 p.m. and closed on Tuesday, Jan. 1.

Facebook: The library has 151 Likes on Facebook.

### Personnel and Training

A staff meeting will be held on Friday, Dec. 6. Bobbi Slossar from the State Library will provide training on downloading audio and ebooks.

### Pen Pal Program

Youth Services Director contacted the local newspaper about a story on this unique program.

## **Computers**

Technology Plan Tabled

Piper Webs will add a mobile version of the library website. The process should be completed by the beginning of 2013. The Library Director is working on the computer order for end of this year.

## **Friends of the Library**

The Friends held their annual holiday party and cookie swap on Monday, Dec. 3. Trustee True attended the meeting. The Friends approved purchasing over \$200 in Legos so that the Youth Services Department can begin a Lego Club at the library.

## **Old Business**

### Policy Review

Registration Form update - pending

## **New Business**

The Town Hall sent a contractor to the library to bid the job of fixing the basement egress from the bulkhead.

Master Plan Update – the Library Director responded to a request from the Master Plan Committee to update the library's details in the plan.

## **Repairs and Maintenance**

Health Inspector Ed Mencis conducted a water test at the library, which showed unacceptable levels of coliform in the water. Signs have been posted in the public bathroom to warn residents not to drink the water. A second water test was taken Thursday, Dec. 6. Mencis also reported to the Director that the seal on the well head is gone and needs to be replaced. Discussion ensued.

The door counter has broken and has been sent out for repair.

## **Security System**

The Sandown Police Chief visited the library to test the installed panic buttons and learned they were not working properly. The Director contacted the security company and they resolved the initial problem. The Police Chief suggested the library move the panic line off the main phone line and onto the fax line; a line that is not used as frequently as the main phone number. Interaction with the current security system vendor was less than satisfactory leading the Director to decide to begin researching a new security system for the library.

Policy Review – nothing new to report

## **Closed Session**

Trustee Owens motioned to move into Closed Session at 9:00 p.m. Trustee Pajak seconded and the motion carried unanimously.

The trustees returned to open session at 9:20 p.m.

Trustee Stafford called the roll call: Trustee Stafford – present; Trustee Clifton – present; Trustee Pajak – present; Trustee True – present; Trustee Owens – present; Invitee Barbara Lachance - present. Trustee True motioned to seal the closed session minutes, Trustee Pajak seconded and the motion carried unanimously.

## **Other**

### **Next Business Meeting**

Date and Time of next business meeting: Thursday, January 17, 2013 @ 6:45 pm.

Trustee Stafford motioned to adjourn the meeting at 9:24p.m. Trustee True seconded and the motion carried unanimously.

Respectfully submitted,  
Tina M. Owens  
Secretary