



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
*Meeting Minutes **FINAL***
February 17, 2011

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison: Steve Brown, Steve Clifton

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

Approval of Minutes

Approval of the January 20, 2011 minutes – Trustee Pajak motioned to approve the minutes with corrections, Trustee Stafford seconded. The motion carried unanimously.

Approval of the February 10, 2011 minutes – Trustee True motioned to approve the minutes with corrections. Trustee Stafford seconded and the motion carried unanimously.

Finance Report

- Discussion ensued over the 2011 budget expenditure.
- Acceptance of unanticipated funds
 - Donations:
 - In memory of:
 - Eleanor C. Bassett \$140.00, from the Bassett Family

Imagine That Museum Pass
Mothers Club \$200.00
Friends of the Library \$380.00

Trustee Pajak motioned to accept donations as presented. Trustee Stafford seconded and the motion carried unanimously.

- Payroll and Benefits Management
Library Director reported on the ongoing question of whether or not the Library needs its own EIN (Employee Identification Number) or should be using the Town's. Discussion ensued.

Circulation and Visits:

Total visits level with January 2010.

Total January 2011 circulation decreased -10% from January 2010 circulation.

Programs & Announcements :

FEB: Deliberative Session was held on Saturday, Feb. 5 at the Town Hall.
Eight people attended the eBook Workshop on Feb. 2.
Five members of the Books & Bytes book group discussed I See You Everywhere by Julia Glass.
Attendance at Story Hours has dwindled due to weather and health issues.
Nine people attended the February meeting of Rockin' Readers and discussed Esperanza Rising by Pam Munoz Ryan.

The Library will be closed Monday, Feb. 21 for Presidents' Day.

MAR: Arts Appreciation at the Library

Adult Programs include:

- Thursday, March 10 the Library will host a pottery workshop with Donna Rollins from Healing Touch Pottery Hampstead.
- Tuesday, March 15 our Book Group, Books & Bytes, will participate in the Currier Museum of Art special program on the Invisible Man by Ralph Ellison and the paintings Invisible Man (Two Views) by Glenn Ligon.
- The Sandown Library and Fish and Game Go Fishing Program are teaming up to offer an introduction to fly tying class in Saturday, March 19 from 10 a.m. to 2 p.m.
- The Library will offer a beginner's course on Thursday, March 3 at 6:30 p.m. on how-to use the library's databases, Ancestry.com and Heritage Quest Online.
- On Monday, March 14 at 1 p.m., the Library will once again host an Afternoon Movie and Social.
- On Monday, March 21 from 1 – 2 p.m., the Library and the Recreation Department will sponsor an "Introduction to Wii Bowling for Seniors" at the Library.

Upcoming Children's programs include:

- Hawke the Reading Dog will visit on Wednesday, March 2 from 3:30 to 4:30 p.m.
- Saturday Movies return on March 5 at 10:30 a.m.
- Rockin' Readers book group at 3:30 p.m. and St. Patrick's Day Story Hour on Wednesday, March 16 at 6:30 p.m.
- Pre-School Story Hours will continue each week in March.
- Spring Fever Story Hour on Wednesday, March 30.

Upcoming Events

Adult Reading Program Raffle in celebration of National Library Week in April

Introduction to Watercolor painting – April 2

Possible Program Ideas

- "Airsoft" game similar to paintball?

Friends of the Library:

The Friends will hold their next meeting on Monday, March 28 at 7 p.m. They will be planning their upcoming Spring Events. The Friends have received over \$1600 in donations in memory of Hazel Marlow.

Facebook: The library now has 77 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

The training session for the library staff on Downloading eBooks was cancelled.

The Library Director participated in a training session on ILS open-source system, Koha with the library directors from Plaistow, Atkinson and Danville on Feb 3.

The Library Director will be on vacation from March 7 – March 15.

Repairs and Maintenance:

The new shelving unit was installed on Friday, Feb. 11 by Tucker Interiors.

Sandown resident Ron Dulong is now the Town Custodian and will now be responsible for the maintenance of the library exterior including snow shoveling.

The top part of the Library sign has been removed by Summit Signs for repair. The bottom part was left for use by the library.

An additional pegboard was installed by Sandown resident Dave Dupouy Woodcarving in the lower meeting room area to improve the display of the cake pan collection.

Computers:

ILS – Integrated Library Systems: The Library Director's research of different ILS software to replace our current product continues.

On Feb. 3, the Library Director met with the Atkinson, Plaistow and Danville librarians to see a demonstration of the open-source system, Koha and the support service, ByWater. After the demonstration and cost review, the Danville Library Director decided not to continue with the consortium approach for a new system.

The three remaining librarians met on February 15, 2011 to discuss the issues of creating a consortium for resource sharing and decided to pursue the idea further with their respective Board of Trustees.

Old Business

CIP Update – pending

E-Rate: The Library Director spoke with the Selectmen on Monday, Feb. 14 about the Town's telephone contract. The Board of Selectmen approved the withdrawal of the 3 library telephone lines pending verification from Granite State that the withdrawal would not drop the Town into a lower group and possibly cause an increase in rate. Selectmen's Aide Paula Gulla notified the Library Director on Tuesday, Feb. 15 that there would be no change in the Town's contracted rate and therefore, it was fine to go ahead and withdraw the three lines. The Town sent a letter to Granite State approving this change. The Library Director sent the Library's letter to Granite State as well.

The Library Director will continue the E-Rate application process.

Social Software Policy – tabled until future meeting.

Mango Language Database:

The library has received positive feedback from patrons on the 45-day free trial to Mango, an online database that teaches how to speak a foreign language. A number of residents requested that the library purchase the product. The State Library has contracted with Mango to offer discounts to New Hampshire Libraries. The cost for Sandown would be \$750.00 per year. It would include unlimited remote access for library patrons.

Trustee Owens motioned to approve a one-year subscription to the Mango Language Database for the cost of \$750.00. Trustee Pajak seconded and the motion carried unanimously.

The Library Director researched Recorded Books language product, Byki, which is similar to Mango. However the cost is \$2000 per year.

The Library Director also asked other libraries about Rosetta Stone and did not receive favorable feedback about the product.

New Business

Correspondence was received from the Planning Board regarding Master Plan update. Trustee Owens will contact Planning Board about needed information.

The Library Director presented information on Universal Class Database at the Merri-Hill-Rock co-op meeting on Feb. 9, 2011. The product is sold to libraries through Recorded Books at a cost of \$1500 for libraries with circulation under 100,000. Trustee Pajak motioned to purchase an annual subscription to Universal Class Database for \$1500. Trustee Owens seconded. Discussion ensued. Motion carried unanimously.

Other

Non-Resident Library Card Fee

The Library Director provided statistics from the NH State Library on per capita costs to run town libraries. Based on this data, the Director recommended the Trustees increase the library card fee for non-residents. Trustee Pajak motioned to increase the non-resident library card fee from \$30 to \$50 based on the NH State Library report which indicates the per capita cost to run a library in Sandown is \$45. Trustee True seconded and the motion carried unanimously.

Overdue Fines

The Library Director reported the Sandown Public Library overdue fine of \$0.05 per day is the least expensive in the area. The Director is not advocating an increase but simply wanted to bring the amount to the Trustees attention.

Computer Classes

Discussion ensued regarding offering computer classes for our Senior residents. The results from our Summer survey indicated many requests for such classes. Trustee Stafford requested the Library Director make this a priority for future program planning.

Next Business Meeting

Date and Time of next business meeting {Thursday, March 17, 2010 @ 6:45 pm}

Trustee True motioned to adjourn at 9:08pm, Trustee Pajak seconded and the motion carried with a unanimous vote.

Respectfully Submitted,

Tina M. Owens