



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees

Meeting Minutes

March 17, 2011

Attendance

Trustees: Carol Stafford, Steve Clifton, and Diana True. Selectmen's Liaison James Devine arrived late.

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Trustees Tina Owens and Louise Pajak

The meeting was called to order at 6:55 p.m.

Finance Report

- Discussion ensued over the 2011 budget expenditure. Overall Budget at 20%, which is where it should be.
- Acceptance of unanticipated funds
 - Donations:
 - Museum of Science Pass
 - Friends of the Library \$300.00

Trustee True motioned to accept donation as presented. Trustee Stafford seconded and the motion carried unanimously.

- Payroll and Benefits Management

Tabled discussion - Library Director reported on the ongoing question of whether or not the Library needs its own EIN (Employee Identification Number) or should the Library be using the Town's EIN. The Board decided to table the discussion until all Board members were present.

Approval of Minutes

Approval of the February 17, 2011 minutes – tabled.

News & Views of the Director

Circulation and Visits:

Total visits decreased -8% from February 2010.

Total February 2011 circulation decreased -19% from February 2010 circulation.

Programs & Announcements :

MAR: Arts Appreciation at the Library

36 Events Planned: 10 Adult; 25 Children and 1 for All Ages.

See attached Calendar for Specific Programs.

Three people went to Currier Art Gallery as part of the book discussion meeting for March in support of Arts Appreciation. The book was Invisible Man by Ralph Ellison.

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 81 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 is now scheduled for Friday, March 25.
The Youth Services Director attended CHILIS Spring Meeting on Thursday, March 17.

Repairs and Maintenance:

The library sign has been removed by Summit Signs for repair.

Computers:

Technology Plan Review – Trustees Clifton and True reviewed the current plan and made some changes for an updated three year plan. The Trustees requested the Library Director to update technology trends for the plan. They also created a new inventory list with all information from each library computer. As computers are purchased for the library, the information should be downloaded directly from the order form. They have also started adding to the list from current computers in the library. They also created a guidebook for information and passwords from Adel-XT that should be kept in a safe place in library.

ILS – Integrated Library Systems: A meeting of the Library Trustees of Atkinson, Plaistow and Sandown is scheduled for Tuesday, April 26 at 6:30 p.m. at the Kimball Public Library in Atkinson. A representative from ByWater Solutions will demonstrate the open-source ILS system Koha and answer questions regarding consortial arrangements. Trustees Stafford, True and Clifton can attend.

Old Business

CIP Update - pending

E-Rate: The Library Director filed the first of four forms with Universal Service Administrative Company (USAC) to begin the process of obtaining discounts on telecommunication costs.

New Databases: Both new databases, Mango and Universal Class, will officially begin on April 1, 2011. The Library Director is working on setup and contract agreements.

New Business

Computer Training for Adults - Pre-School Story Hour Coordinator is in contact with an individual who does computer workshops for Adults. Trustees approved the training sessions but asked if the number of attendees can be increased so that patrons with their own laptops can participate.

Memorial Bench for Hazel Marlow – The Marlow Family contacted the Library Director regarding a donation of a bench in memory of their mother, Hazel Marlow. Discussion ensued over a memorial for Hazel Marlow.

Other

Trustee Stafford asked when outside sign would be completed. Library Director hoped it would be done within a week.

Next Strategic Planning Session Thursday, March 31 @ 7 p.m.

Next Business Meeting

Date and Time of next business meeting {Thursday, April 14, 2011 @ 6:45 pm}

Trustee Clifton motioned to adjourn at 7:45 p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully Submitted,
Barbara Lachance