



## SANDOWN PUBLIC LIBRARY

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*Sandown Public Library Trustees*  
*Meeting Minutes*  
**May 16, 2013**

### Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In Absentia: Selectmen's Liaison: William Treanor

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

### Finance Report

The Bookkeeper presented the expenditures to date on the 2013 budget; 39% of overall budget spent which is on target. Discussion ensued. Trustee True questioned the process to change the Library Director's status for accessing all the bank accounts upon her departure. New signature cards will need to be issued and the Director advised this be taken care of once the new Director has been hired. Discussion ensued.

The Director announced that the Budget Committee agreed to schedule their meeting with the library on October 23, 2013.

### Acceptance of unanticipated funds/gifts

Two additional donations totaling \$700.00 were made for the Paul M. Densen Memorial. Total donations received to date are \$9905.00. Trustee Stafford motioned to accept the additional donation of \$700 to the Trust Fund. Trustee Pajak seconded. The motion carried unanimously.

Payroll and Benefits Management Program – The Director reminded the Board and the Bookkeeper that the fulltime position benefits are paid one month in advance. The Bookkeeper and the Trustees will address in June.

The Trustees requested advice from the Bookkeeper on skill sets the new Library Director should have for budgeting and financial management of the Library. The Bookkeeper strongly recommended confirming any candidate has prepared, developed, and defended a budget in past positions and has experience with payroll management. Discussion ensued. Director Lachance referenced a transition plan document in the Trustees packet that will be reviewed before the end of this meeting.

### Approval of Meeting Minutes

Approval of April 18, 2013

A motion was made by Trustee True to approve the minutes with corrections as amended. Trustee Stafford seconded. Motion carried with three 3 in favor and 2 abstentions.

### ILS – Integrated Library Systems

The annual meeting of the Southern New Hampshire Cooperative was held on Tuesday, May 7, at 7 p.m. at the Plaistow Public Library. Discussion ensued. Director Lachance reported the unfortunate news that the Plaistow Library Director has tendered her resignation. She will be leaving by the end of June.

## **News and Views of Director**

### Circulation and Visits

Total April 2013 visits increased 18% from April 2012.

Total April 2013 circulation decreased 13% from April 2012 circulation.

### Events & Announcements

#### April Events

31 events were held in April with 314 people attending.

#### May Events

24 events are planned in April: seven for adults, three for all ages, and fourteen for children. Cribbage nights have returned every Tuesdays. There is now an adult group playing every two weeks and all ages on alternating Tuesdays. Plans are underway for summer reading programs. This year's theme is "Dig Into Reading."

Facebook: The library has 176 Likes on Facebook.

### Personnel and Training

The Library Director and Trustee Peter Stock attended the Trustees of the Trust Funds Annual Training Seminar with Terry Knowles of NH Attorney General's Department on Monday, May 13. Discussion ensued on the subjects discussed by Knowles. The Library Director reviewed several notes and the PowerPoint presentation.

**Trust Account?** It is unclear if the Library notified the Attorney General's (AG) office about our Trust Fund. Discussion ensued and it was agreed Trustee Owens will review the minutes from the 90's when the Trust Fund was established. The AG's office, however, has seen our annual report which does report the existence of the Trust Fund and the amount.

## **Computers**

### Technology Plan

Trustee True submitted the updated Technology Plan. Trustee Stafford had a few minor edits. The Trustees agreed the Technology Plan needs to be a regular item on the agenda and we will review in depth at a future meeting with the new Library Director.

### Time Management Software for use of the Public Access Computers

The Library Director updated the Trustees on the test for the time management software for the four Internet computers. General reaction was fine; the Library Director is pleased with the software. To remind the Trustees, the Library Director reported as part of the login procedure, each user must now first read and agree to the library's internet use policy. This online step eliminates the need for paper registration forms. The software also manages the amount of time each user has on the computer. The Library Director will be purchasing the software. The cost is under \$300 and does not require approval by the Trustees.

## **Friends of the Library**

The Friends will hold their annual Plant, Book & Bake Sale on Saturday, May 18 from 9 – 1 at the library. Donations of plants from everyone's gardens are encouraged. Baked goods would also be appreciated. The next meeting of the group will be on Monday, May 20, 2013 at 6:30 p.m. Trustee Stock will try to attend the meeting and will update the Friends on the status of the Library Director search.

## **Old Business**

### **Repairs and Maintenance**

#### **Water**

The Library Director took a third sample to be analyzed for minerals in the water. The results of this test showed the water from the well is above the maximum contaminant level for iron, manganese, chloride and failed the pH level too.

The Library Director presented bids for a replacement water condition system and also bids for a short term repair. Discussion ensued. The Trustees instructed the Library Director to pursue the short term repair. The Trustees will present a warrant article to purchase a new system in the next (2013/2014) budget cycle.

### **Security System**

The town custodian is trying to get the exterior light by the Children's Room exit door fixed. The magazine room door will be replaced with a solid core birch door with a steel frame. A combination lock will also be installed on that door so no key will be needed. A lock will be installed on the library director's office door. The Library Director presented bids from three security companies for both security and fire alarm system. Discussion ensued.

The Trustees reviewed the bids and chose the bid submitted by East Coast Security. Trustee Pajak motioned to approve the purchase of a new security system from East Coast Security for an expense not to exceed \$4,000. Trustee Stock seconded and the motion carried unanimously. Trustee Pajak motioned the purchase of the new security system will be made possible from monies in the Savings account because this is an upgrade to our current smoke alarm and security system. Trustee Stock seconded and the motion carried unanimously.

### **Policy Review - tabled**

**Densen Memorial Reception** was held Saturday, April 27. The Densen Family was very appreciative of the library.

### **Online Resources**

The Library Director discussed three possible online resources to replace the current ones with low usage. A new online magazine database, streaming movies, and an additional audiobook product were discussed. The Library Director will move forward with trials of the resources.

Trustee True inquired about the Atomic Training service and the status of the annual subscription. The subscription sunsets on July 1<sup>st</sup> but the Library Director will investigate seeking an extension for at least one quarter when the new Library Director will be in place and can provide additional input on the service. Discussion ensued.

The Library Director presented new information on an electronic reference resource currently available via our EbscoHost service called NoveList Select. NoveList Select presents a "more like this" functionality referring readers to novels of similar genre, authors, etc. The NoveList Select service is available in EbscoHost but not easily accessible. Ebsco is now partnering with Koha to add this service to the Koha (ILS). All three directors in our NHSLC (NH Southern Library Cooperative) are in favor of adding this service which will be priced differently if we can purchase as a cooperative. With the impending departure of the Plaistow Library Director this purchase may be delayed.

### **New Business**

**Library Page** – the Library Director discussed with the Trustees hiring an additional library page now instead of waiting until July or August. Discussion ensued. The Trustees agreed with this strategy provided the expense is within the allocated funds for the Salary Line Item.

**Transition plans** – the Director and the Trustees discussed items that needed to be addressed before June 30<sup>th</sup>. Discussion ensued. The Library Director reported she has created a Director email account.

### **Other**

The Trustees discussed a visit to the Library by the new Selectmen's Liaison Treanor regarding how the library collects and records our visit statistics. The Trustees agreed that Trustee Owens will reach out to Selectmen Treanor to confirm he has no further questions regarding this matter.

### **Next Business Meeting**

Date and Time of next business meeting: Thursday, June 20, 2013 @ 6:45 pm.

Trustee True motioned to adjourn the meeting at 10:17p.m. Trustee Stock seconded and the motion carried unanimously.

Respectfully submitted,  
Tina M. Owens, Secretary