



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees
Meeting Minutes
June 20, 2013

Attendance

Trustees: Carol Stafford, Tina Owens, Louise Pajak and Pete Stock via Skype

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In Absentia: Diana True

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; Percentage of overall budget spent is on target. Discussion ensued. The Trustees focused upon the Office Supplies line item which is over the budgeted amount. Bookkeeper Sarcione reported the issue is the purchase of toner for the copy machine. Trustee Pajak motion to move \$700 from the money in savings accrued from the copier into the Office Supplies line item. Trustee Stafford seconded and the motion carried unanimously.

Trustees reviewed again 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

One additional donation for \$95.00 was made for the Paul M. Densen Memorial from the Friends of the Sandown Public Library. Total donations received are \$10,000.00. Trustee Pajak motioned to accept the additional donation of \$95 to the Trust Fund. Trustee Owens 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.

Approval of Meeting Minutes

Approval of May 16, 2013

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

Approval of May 23 2013 minute

Tabled due to absence of Diana True.

Approval of June 11, 2013 minutes

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

Approval of June 17, 2013 minutes

A motion was made by Trustee Pajak to approve the minutes. Trustee Stock seconded and the motion carried unanimously.

ILS – Integrated Library Systems

The three directors met one last time to discuss any outstanding issues to be resolved before June 30th when both the Sandown and Plaistow directors leave. All three agreed:

- 1) the OPAC should be upgraded to the mobile device format.
- 2) Gale databases (Chilton's; LegalForms; and Pricelt!) will not be renewed.
- 3) NovelList Select will be added to the online catalog.
- 4) Kimball Library Director Diane Heer will manage these changes.

News and Views of Director

Circulation and Visits

Total May 2013 visits decreased 7% from May 2012.

Total May 2013 circulation decreased 12% from May 2012 circulation but this is, again, due to the increase in the 3 week circulation cycle since Feb 2012. Trustee Owens asked if Trustee Stock could do an analysis month by month for one year prior to the change in the circ cycle to one year after the change to determine if we are level or if we should be concerned.

Events & Announcements

May Events

24 events were held in May with 211 participants

June Events

31 Events planned for June: nine adult programs, 19 children's programs, and 6 for all ages. The summer reading program, "Dig Into Reading," will begin Saturday, June 22 and run through August 8. See attached brochure for all planned events. The library has received \$1188 in donations to be used as reading incentives including 12 Storyland passes, 10 Water Country passes; 4 Canobie Lake Park passes. Bre's Ice Cream donated tickets for 50 kiddie cones and Bean Towne Coffee donated \$20 in tokens and two mugs.

Facebook: The library has 181 Likes on Facebook.

Personnel and Training

Computers

Technology Plan - pending

Time Management Software for use of the Public Access Computers is installed on the five internet computers. Adel-XT responded to a problem with a corrupt file on one of the OPAC laptop computers. The operating system needed to be re-installed.

Friends of the Library

The Friends hosted a retirement reception for the Library Director on Thursday, June 20.

Non Public Meeting

Trustee Stafford motioned to enter a Non-public discussion under RSA 91-A:3 II (b) hiring at 6:45pm. Trustee Stafford seconded. Roll call: Carol Stafford, Tina Owens, Louise Pajak and Pete Stock.

Trustee Pajak motioned to come out of the Non Public Meeting at 8:02pm. Trustee Stafford seconded and the motion carried unanimously. Trustee Pajak motioned to seal the Non Public Meeting minutes. Trustee Stafford seconded and the motion carried unanimously.

Old Business

Repairs and Maintenance

Water

Culligan Water Systems chlorinated the softener filter and all the indoor plumbing. However, the results of a follow-up water test were positive for coliform. Culligan ran two more tests with positive results from both the sink and the well water. Discussion ensued regarding options. Culligan provided 2 options to try and correct the problem. (insert email sent to Barbara. The Director needs to confirm what type of warranty will cover this system should we learn the water is still not safe after installation. The Trustees and the Director agreed to meet on Thursday June 27, 2013 to make a final decision on this issue.

Security System

The Library Director contracted with East Coast Security for the upgrade to our smoke/fire alarm and security system. No installation date has been scheduled. The Director advised that we handle the installation once the new Director is in place or at least after the Summer Reading program is underway. The Trustees agreed. The town custodian is still trying to get the exterior light by the Children's Room exit door fixed. The magazine room door will be replaced with a steel door with a steel frame. A combination lock will also be installed on that door so no key will be needed.

Egress Construction

The Town has posted the RFP for the construction of a basement egress.

Policy Review - tabled

Online Resources

All trials and purchases of new online resources is postponed until a new director is hired.

New Business

Library Page – the Library Director recommended Holly Salois be hired as an additional library page beginning July 1. The Trustees approved the recommendation.

Increase Hours for Staff for summer months

The Library Director recommended temporarily increasing the hours of the Early Childhood Literacy teacher to help with coverage until the new director is hired and also to host an evening story hour on Thursdays. Discussion ensued. The Trustees

Book Donation

The library received a donation of 89 children's books in memory of Paul and Elizabeth Densen. The Library Director advised that some of the books are first editions and have significant monetary value. Concern was raised wondering if the donor is aware of the value. The Library Director asked for advice on how to proceed.

Transition plans – the Library Director and the Trustees agreed to meet on Thursday, June 27, 2013. Discussion ensued.

Other

Next Business Meeting

Date and Time of next business meeting: Thursday, June 27, 2013 @ 6:45pm

Date and Time of July business meeting: Thursday, July 18, 2013 @ 6:45 pm.

Trustee Stock motioned to adjourn the meeting at 8:42 p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,
Tina M. Owens, Secretary