



SANDOWN PUBLIC LIBRARY

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

Sandown Public Library Trustees

Meeting Minutes

June 27, 2013

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In Absentia: Pete Stock

The meeting was called to order at 7:18 p.m.

Old Business

Repairs and Maintenance

Water

As requested by the Trustees, the Director confirmed with Culligan that all workmanship is warranted for 1 year. The work order form states that the "chlorine injection will disinfect influent well water and eliminate odor. The water softener will correct elevated iron and manganese issues." Discussion ensued. Trustee Pajak motioned to approve the expenditure of no more than \$2300 to upgrade the water system. The monies will be taken from the Fines Account because this is an upgrade to the system. Trustee True seconded and the motion carried unanimously. The Director communicated she has left a copy of all the documents in each Trustee folder.

Security System

The Library Director notified East Coast Security that the installation of the upgrade to our smoke/fire alarm and security system will have to wait until mid-August or early September. The Director communicated she has left a copy of the documents in each Trustee folder.

The installation of a steel door for the server/utility room will be on Friday, June 28. A combination lock will also be installed on that door so no key will be needed. Discussion ensued.

Personnel

Library Page –Holly Salois is scheduled to start work on July 8. Senior Library Page Nichole Fales will end her term on August 15.

Assistant Director – is already scheduled to be on vacation at the time of the next Trustees Business Meeting on Thursday July 18, 2013. The Director explained how the duties have been delegated amongst the staff and the Trustees agreed the Assistant Director's absence at the July 18, 2013 will not be an issue.

Director's schedule

Discussion ensued regarding the Director's work.

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 contacted Peter Densen regarding the donated books. The donor was not aware of the value and requested that the most valuable books be returned. The Library Director shipped 17 books back to the donor. Peter Densen thanked the Library Director and Trustees for their "impeccable integrity."

Transition plans – the Library Director and the Trustees discussed transition plans.

Misc. Items:

- E-Rate Form 486 must be filed after FCDL is received.
- blachance@sandownlibrary.us and spl.blachance@comcast.net to director@sandownlibrary.us. The old email addresses are still available if needed.
- On Order: Backstops for shelving from Tucker Interiors – expected mid-to-late July
- New Website Design is available. New Director should review at later date.
- Trustees' minutes will not be posted on website during the summer months. They will be available in paper form if requested.

New Business

Building Needs for Building Infrastructure Plan

Town Administrator sent a memo requesting a review of building improvement projects. Discussion ensued.

ENH Power fundraiser

ENH Power submitted a fundraising idea for the library. Discussion ensued.

Other

Final discussions ensued regarding operational issues.

Next Business Meeting

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

Trustee Owens motioned to adjourn the meeting at 9:00 p.m. Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,
Tina M. Owens, Secretary