



**Sandown Public Library Trustees Meeting
June 18, 2009
Minutes FINAL**

In Attendance

Diana True, Carol Stafford, Barbara Lachance, Tina Owens, Louise Pajak
Nelson Rheaume – Selectmen's Liaison
Patti Sarcione – Bookkeeper
In absentia – Steve Clifton

Approval of Minutes

Approval of May 28, 2009 minutes
Tabled until July meeting due to absence of a quorum

Finance Report

Financial Reports – Tabled till next meeting

News & Views of the Director

Circulation and Visits:

Total visits up 16% over May 2008
Total circulation up 12% over May 2008

Programs & Announcements

June Programs:

Author Talks- Sandown resident Bill Burke: "Mousejunkies" on June 11 – 47 people attended!
NH Author and cyclist Marty Basch on June 24 @ 7pm – thanks to Friends

Carol suggested Barbara print the monthly calendar to allow the Trustees to view upcoming events.

Summer Reading Program kick-off June 29! Budgeted amount \$1200.

Theme this year is "Summer Time and the Reading is Easy".

The Children's Librarian submitted a detailed list of supplies and program expenses for planned events.

Five paid programs: 2 from Audubon Society; Ice Cream Luau and Music Concert; Theater group; and Magic Show (in cooperation with Recreation Dept).

Volunteers will run special Story Hours and Craft programs throughout week. Diana asked the Library Director to confirm a background check is being run on all the volunteers.

Movies will run on Wednesday nights and the Wii system will run on Saturdays.

Library Director demonstrated a wonderful handout that JoAnn has developed for each Summer Reading Program participant. Thank you JoAnn – excellent work.

Staff Training

All staff and two Trustees will attend the Town's Ethics Training on Thursday, June 25. Two other Trustees attended the June 2 session.

Conference Highlights

Trust Seminar – 6/2 Patti and Library Director attended seminar facilitated by Terri Knowles, Dept. of the Attorney General.

- Library Trustees are equivalent to BOS
- Library employees can have different compensation than Town employees
- RSA 202-A:11 III – Have a payment schedule with Town for public funds
- Revenue from income generating equipment and fines do not have to be part of the gross budget.
- Fine money can be spent on books in any format
- Trust Fund money must be part of gross budget
- Make sure Trust Fund money is spent as donor wanted it spent
- Do not fool around with the Right to Know Law:
 - Post Meeting Dates 24 hours in advance in 2 public places
 - Draft of minutes needs to be posted within 5 business days
 - Print email communications and keep in notebook for public viewing if requested.

NH Automated Library System committee in Hampstead, 6/16/09 – small libraries throughout the state are looking for guidance on purchasing a new integrated library system.

Upcoming Conferences

LGC Right – To – Know Workshop at Sandown Town Hall on Wednesday, June 24 from 9 – 11 a.m.

Building Issues: Submitted to the Selectmen's Office a list of repairs needed.

Septic tank was pumped today, June 18, 2009

The Selectmen's office will get Library Director a copy of the invoice just so we can have a record of this date.

Allied Clearwater dropped off a brochure on a reverse osmosis system. However the representative suggested that we first get the library water tested. He also inspected the system and noted the clocks on the tanks should be checked periodically to make sure they are on the correct time.

Computers/Networking

Library Director was thrilled to report that all Computers are working well.

Old Business

Town CIP meeting – Louise Pajak as Library Liaison

Library Capital Needs: Library Director submitted several project description forms in preparation for the CIP. Review and discussion ensued. Library Director provided details on her justification for each item submitted.

Items included:

New carpeting and flooring; Fire safety and security system; Septic system; New Integrated Library System; New Library Building; Addition to existing library building to provide handicapped-accessible meeting room.

Copies of each project form are available from the Library Director.

Contracts for contracted services (computer support, bookkeeping)

Tabled until July meeting

Survey Monkey results – 143 total responses

(insert Library Director's statistics here)

Trustees agreed with Library Director that we will review the comments and discuss at the July

New Business

Old Home Day

Louise motioned to close the library on Old Home Day, Saturday August 8, 2009. Carol seconded and the motion carried.

Ethics Training

Carol Stafford reported she attended the training.

Library Payroll and Benefits Management

Library Director and Patti Sarcione met with a member of the Plaistow Public Library (PPL) Trustees and the PPL Director to gather information on procedures and policy changes that are needed as we prepare to take over management of the library payroll.

Discussion ensued about the necessary steps in this project.

Diana asked if the Library would need it's own health care plan and Library Director confirmed.

Library Director agreed to continue her research and report back to the Trustees at our next meeting.

Closed Session

A motion was made by Louise to enter into closed session at 8:37pm. Diana seconded and the motion carried.

Roll Call: Diana True, Louise Pajak, Tina Owens, Carol Stafford, Barbara Lachance guest as Library Director.

At 9:18 the Trustees left closed session and a Roll Call ensued
Roll Call: Diana True, Louise Pajak, Tina Owens, Carol Stafford, Barbara Lachance guest as Library Director.

Louise motioned to seal the minutes of the closed session. Seconded and motion carried.

Library Director Life Insurance Benefit

Louise motioned that the Library Trustees agree to cover the costs of a life insurance policy in which the Town of Sandown enrolled the Library Director. Carol seconded and the motion carried.

Carol motioned to adjourn the meeting at 9:06 pm. Louise seconded and motion carried.

Next Business Meeting

Date and Time of next business meeting {Thursday, July 16, 2009@ 6:45 pm}

Respectfully submitted,
Tina M. Owens