



*Sandown Public Library*  
*Trustees Meeting Minutes*  
**March 25, 2010**  
**FINAL**

The March 25, 2010 Sandown Library Trustees business meeting was called to order at 6:50pm.

**ATTENDANCE**

In attendance: Trustees: Diana True, Carol Stafford, Steve Clifton, Louise Pajak, Tina Owens  
Library Director: Barbara Lachance  
Bookkeeper: Patti Sarcione  
Selectmen's Liaison: absent

**Approval of Minutes**

Approval of February 25, 2010 minutes  
Trustee Stafford made a motion to accept the minutes with changes. Trustee Clifton seconded.  
Vote = 4 in favor; 1 abstention. Motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper  
Trustees reviewed the report with the Director and Bookkeeper. Discussion ensued regarding a few line items with more expenditures than usual this early in the year including technical support on computers – Director explained the expense was a result of work on the back-up server; Director explained recent expenditure for DVD purchases and expenditures on Adult Programming. Trustee Clifton asked the Library Director to submit a plan for purchasing DVDs for the remainder of the FY2010.

The Library Director reported the telephone service rate is \$10.00 /month more than budgeted based on the two-year contracted rate that the Town just negotiated with Granite State Telephone.

**2010 Budget – Payment schedule**

The Library Director submitted the new gross payment schedule for the Library's budget from the Town. The Trustees reviewed and added signatures of approval for the schedule.

## Changes in Bank Accounts

Trustee Clifton reported on his conversation with Bank Representative Diane Skerry at TD Bank. Discussion focused on the status of the Library's Bank North SPL Trust – 6382 recommending that this will transition from a CD to a savings account earning .9% interest. Director Lachance also reported that 3 separate CDs, which matured recently, have been closed and transferred into savings accounts also earning .9% interest.

## Investment Companies

Terry Knowles submitted a list of possible investment companies that the library can use to safely invest the Library's savings. Included in this list are several contacts at the various investment companies. Discussion ensued. Library Director agreed to contact JoAnn Klatskin, Regional Director – NH Public Deposit Investment Pool.

## Payroll and Benefits Management Program – IRS update determination

The Trustees reviewed documentation provided by Director Lachance to further explain tax exempt status of organizations.

## Acceptance of unanticipated funds

There were no donations or unanticipated funds for this month.

## Audit Questions

A standard list of questions from the Town Auditor was submitted to all Town Departments as part of their standard practice post-audit. The Director presented the list of questions to the Trustees for review. A decision was made that the Trustees do not need to respond to these questions.

## News & Views of the Director

### Circulation and Visits:

Total visits up 2% over February 2009.

Total February 2010 circulation down 2% over February 2009 due to closing for snow day and wind storm.

### Programs & Announcements:

MAR: Theme for the month is - March Forward – magazines, movies, and making crafts month!

A display of Time magazine covers from 1923 to present day fill the exhibit case.

March is fine-free in celebration of "Return the Borrowed Book Week". Reminder notices were sent to patrons with overdue materials.

### Adult and Family Programs:

Paper-craft workshop on Wednesday, March 3 was postponed until April.

Beadweaving class with Marianne Duffy was held on Tuesday, March 23.

### Children's Programs:

Every Saturday morning in March, a newly-released family movie has been shown.

Three Story Hour sessions are being held each week.

Other story hours during the month included: St. Patrick's Day Story Hour, Spring Extravaganza Story Hour and Fishing Stories.

### APRIL: National Library Week – theme: Communities thrive @ your library

- Friends of the Library agreed to purchase 400 customized bookmarks designed by Library Technician Julie Ball, which incorporate a sketch of the library and the ALA theme logo Communities thrive@ your library.
- The Library will sponsor a month-long Town-wide Word Hunt, which will involve locations around the town, town departments, and local businesses. The Friends agreed to donate \$100 for gift certificates to local businesses as special prize incentives. All correct entries will be entered into a random drawing for the prizes.

### Adult Programs:

- The Library will host a discussion on the new Sandown Community Garden sponsored by the Sandown Garden Club on Thursday, April 1 at 7:00 p.m.
- A paper-craft workshop will be held on Thursday, April 22 at 6:30 p.m.

### Children's Programs:

- Story Hours continue every week through April.
- A live bunny will make an appearance at a special Saturday Story Hour with Miss Jennifer on April 3<sup>rd</sup>.
- Favorite Children's Stories Story Hour will be held on April 13 at 6:30 p.m.
- The movie, "Alvin and the Chipmunks – the sequel" will be shown on Saturday, April 10.
- Hawke the Reading Dog will visit on Wednesday, April 7 at 4:30 p.m.
- The Display Case will feature an exhibit of favorite children's books and characters with a special highlight for the book, Everything I Need to Know I Learned from a Children's Book.

### Collection Development:

The Youth Services Director continues the weeding project in the J Fiction area.

Student Volunteers are re-organizing the E picture books by authors' last names so that it is easier to find specific books.

### Friends of the Library News

At their March 22 meeting, The Friends approved the following in support of the Library:

- \$300 toward the cost of the Museum of Science museum pass for 2010
- \$125 for 400 customized bookmarks for National Library Week
- \$100 for incentive prizes for Town-wide Word Search contest
- \$200 plus mileage and supplies for guest speaker Oonagh Williams in June to speak on gluten-free cooking
- Other News – The annual Friends Plant, Book and Bake Sale will be held on Saturday, May 15. Donations of plants and baked items would be appreciated.

- The Friends Treasurer and the Library Director will begin the process of establishing the Friends group as a 501 (c)(3) tax exempt charity with the IRS.

### Training

- The Youth Services Director attended a workshop on Tuesday, March 23 entitled “Bringing Boys and Books Together.”
- Youth Services Director and Pre-School Story Hour Co-Ordinator attended the NH Children’s Librarians Spring Meeting on Thursday, March 25. The conference presented performers and ideas for summer reading programs.
- Library Director and Assistant Director attended the March Merri-Hill-Rock co-op meeting in Derry.
- Are any of the Trustees able to attend the annual NHLTA on Monday, May 3<sup>rd</sup> in Portsmouth NH? Unknown at this point due to work requirements.

### Staff Notes

The Library Director will be on vacation May 21, 2010 – June 2, 2010.

### New Business

Roof leak: On Tuesday, March 23, the Library staff noticed water dripping from the door casing from the office door next to the Director’s Office. The Library Director asked Jerry Lachance to take a look at the problem. On Thursday, March 25, 2010, Mr. Lachance went up on the roof. He also went up into the library attic through the scuttle in the staff room. He made the following observations:

- Overall, the roof is in excellent condition.
- The plywood in the attic around the chimney area is all wet.
- Water is pouring in on the bottom side of the chimney.
- The sheetrock on the interior wall in the staff room around the chimney is buckled and cracked due to moisture.
- The existing lead flashing is in great shape but does not know what was put down underneath.

Recommendation:

The chimney needs to be re-flashed with an underlayment of Grace Ice and Water Shield installed under the lead flashing.

The Library Director notified the Selectmen’s Office but asked them to wait before taking any actions so that she could review the situations with the Trustees. The Trustees discussed and agreed the Library Director should move forward with the Town scheduling outside repairs as soon as possible.

### **Computers/Networking**

Technology Plan Review

Trustees Clifton and True reported they have not yet met to review and update the plan. They committed to meet and work on the updates before the April Trustees meeting.

## **Old Business**

Benefit Policy update – Discussion ensued regarding AFLAC supplemental insurance and whether or not this expense by an employee can be consider a reimbursable expense under the Library’s Benefits Reimbursement policy.

## **New Business**

Election of Officers

Trustee Pajak nominated Trustee Stafford for Chair of the Trustees; Trustee Clifton seconded; the Trustees voted unanimously in favor of Trustee Stafford to serve as Chair.

Trustee Pajak nominated Trustee True for Co-Chair of the Trustees; Trustee Clifton seconded; the Trustees voted unanimously in favor of Trustee True to serve as Co-Chair.

Trustee Pajak nominated Trustee Clifton for Treasurer; Trustee Stafford nominates seconded; the Trustees voted unanimously in favor of Trustee Clifford to serve as Treasurer.

Trustee Pajak nominated Trustee Owens to server as Secretary; Trustee True seconded; the Trustees voted unanimously in favor of Trustee Owens to serve as Secretary.

## **Date for Strategic Planning Work Session**

Trustee Owens needs to record suggestions from the FOL and submit to the Library Director. The Trustees chose Tuesday April 20 – 6:45 to 8pm for the next Strategic Planning Session.

## **NHSL Annual Report – Signatures needed**

Director Lachance requested the Chair and Treasurer sign the annual report to be submitted to the NH State Library. Each Trustee accepted and signed the report.

## **Other**

### **Next Business Meeting**

Date and Time of the next business meeting {Thurs, April 22, 2010@ 6:45 pm}

Trustee Clifton made a motion to adjourn at 8:41pm, Trustee Pajak seconded and the motion carried.

Respectfully submitted,

*Tina M. Owens*

Tina M. Owens, Secretary