



SANDOWN PUBLIC LIBRARY

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

Minutes for October 7, 2010 at 6:45 PM @ Sandown Public Library

Attendance

Trustees: Louise Pajak, Steve Clifton, Tina Owens and Diana True

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Carol Stafford and Selectmen's Liaison: Steve Brown

The meeting was called to order at 6:48 p.m.

Approval of Minutes

Approval of September 19, 2010 minutes – tabled due to absence of Trustee Stafford at this October meeting.

Finance Report

Bookkeeper Sarcione submitted the finance report. The 2010 budget is roughly 75% expended.

Discussion ensued on several line items including salaries, maintenance and training.

Acceptance of Unanticipated Funds

Sandown Old Home Day Road Race Committee donated \$300 to the Sandown Public Library.

Trustee Owens motioned to accept the donation as undesignated funds, Trustee Pajak seconded.

Motion carried with a unanimous vote.

Repair and Maintenance

Carpets and Chairs will be cleaned on Sunday, Oct. 10.

Payroll and Benefits Management Program

The Library Director handed out a NHLTA newsletter article that discusses the issue of libraries managing their own payroll. The Library Director has spoken to the author of the article, Mrs. Adele Knight. Mrs. Knight will contact two libraries that do their own payroll and see if they would be willing to advise the Library Director and the Trustees on this issue. Discussion ensued.

News & Views of the Director

Circulation and Visits

Total visits down 4% from September 2009.

Total September 2010 circulation decreased 16% from September 2009 circulation. Trustee True noted our InfoCenter circ service has been experiencing problems which may result in inaccurate statistics suggesting. Director Lachance noted we have been taking measures to fix that problem and therefore she does not think InfoCenter stats is the part of the problem reason. Discussion also ensued regarding the increased personal ownership of electronic readers like Nooks and Kindles. A decision was made to post a message on the outside marquee reminding citizens they can download books from the state library if they own a Nook. Suggestion was raised to post a survey on the website to find out citizens who own electronic readers.

Programs & Announcements

SEPT: 27 people attended the author talk on colonial meetinghouses on Monday, Sept. 20th.

16 people attended the Fuel Assistance, Weatherization, and Financial Savings program by the Rockingham Community Action on Thursday, Sept. 30th.

OCT: October 17 -23 is National Friends of the Library Week. In honor of our strong, dedicated Friends group, the monthly Library display will exhibit all the ways the Friends support the library. Special bookmarks, "Friend the Library," will be distributed to library patrons. A special thank you cake is being made by Sandown resident Dave Cheney for all to enjoy. A "gratitude" book is available for library patrons to sign thanking the Friends for all their hard work.

October is also National Book Discussion Month. The Sandown Books & Bites Discussion Group will hold a special book discussion meeting on Tuesday, October 19th at 6:30 p.m.

Children's Programming

Story Hour sessions are going well. Attendance has increased slightly – averaging 5 to 9 children per session. Special programs for school-age programs include: Mad Hatter Day on 10/6, Wii Games on 10/9, and a movie on Saturday, 10/16, and a Halloween Party on Saturday, 10/30.

The Youth Services Director is also initiating both a Reading Club for 4th and 5th graders and a Science Club for children 8 years and up. The Rockin' Readers Book club will hold the first meeting on Wednesday, 10/20 at 3:30 p.m. Our brand new, "Fun with Science" club will hold its first meeting on Saturday, 10/16/10 using goo and slime to get ready for Halloween.

For the Family, the Library is sponsoring a Pumpkin Decorating Contest during October. A limited number of pumpkins are available at the library and the decorated pumpkins must be returned by October 19 to enter the contest. The categories are Most Original, Funniest, and Scariest. Winners will be announced on Saturday, Oct. 30th.

Friends of the Library

The Friends voted to proceed with the IRS 501 (c) -3 application at their September meeting.

Senior Programming

Friends Volunteer Vera Kirk agreed to help the Library Director with programming ideas for seniors. Ms. Kirk developed a survey that is being distributed to seniors asking for input into activities of interest, dates and times that would be most convenient. The survey is co-sponsored by the Library and the Sandown Parks and Recreation Department. Recreation Director Deborah Brown plans to distribute it to all seniors on the upcoming Fall Foliage Trip. Ms. Kirk will distribute the survey to all seniors attending the Sixty Plus Club meeting on Thursday, October 07, 2010.

Website

Facebook: The library now has 57 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Newspaper articles: Tri-Town News reporter Matt Rittenhouse did a feature article on the banned book display, which was published in the 9/23/10 edition. The 9/23/10 editorial also quoted the Library Director about banned books.

Personnel and Training

- The Library Director will be on vacation from October 14 – October 25.
- The Library Director attended a NHSL workshop on Medline database on 9/28 in Concord.
- Assistant Director attended a NHSL workshop on eBooks on 10/1 in Concord.
- Assistant Director will attend a READS workshop on 10/22 in Concord.
- Youth Services Director will attend the CHILIS conference on 10/28.
- Staff meetings will be held on Friday, Nov. 5 and Friday, Dec. 3. NHSL librarian Bobbi Slossar will present a training session for the library staff on Getting the Most Out of Google on Friday, Dec. 3.
- NH Broadband Mapping Project will host public meetings around the state. The NH State Librarian is urging library directors to attend the area meeting. However, the closest one will be in Exeter on October 19 at 6 p.m. and Director Lachance will be away at that time. Would a Trustee be willing to attend?
Trustee Owens is considering attending.

Computers

Technology Plan Review – pending

Computer upgrade – pending

ILS – Integrated Library System - pending

Old Business

Joint Loss Management Committee Report Update

Paradis Plumbing is scheduled to install a sprinkler system over the furnaces as recommended by the Fire Chief. As of this meeting, however, this still has not happened.

Fax service policy

As recommended by the Trustees, the Library Director added the maximum cost of \$5.00 to the Draft policy. The amended policy was presented to the Trustees for their review and approval.

Trustee Pajak motioned to accept the policy as written. Trustee Clifton seconded and the motion carried with a unanimous vote.

2011 Budget

There were no residual items to discuss.

New Business

CIP UPDATE

A CIP committee member phoned the Director to ask if there were any library expenses that should be noted/account for in the updated CIP. Discussion ensued resulting in the Trustees requesting the Director ask the CIP to send our last report to them before we commit to any alleged expense needed.

AudioBook Expenditures

Request for audiobooks continues. The current audiobook budget has a balance of \$2288.87. However, pre-payment for our 12 Continuous Order Plan (COP) with Recorded Books will be \$4120, which will mean the budget line will be overspent by \$1931. The library currently has individual requests for additional CD titles that will cost approximately \$700.00 to fill.

In the past four years, this line has been overspent:

2009	\$2847.87	154.77%
2008	\$4346.69	186.96%
2007	\$2870.10	157.40%
2006	\$3516.26	178.49%

If we spend the suggested amount, the line would be overspent by \$2631 for 2010 or 150.60%.

Venues at Town Events to Promote the Library

Discussion ensued regarding a growing practice in Towns in NH to promote the library at various events like Election days, Town Meeting Days, Old Home Days. By promotion, we mean allowing folks to sign up for library cards, check out selected materials, etc. Trustees asked the Director to contact the Town Moderator and get his opinion on setting up such an activity.

Survey Results Discussion

Trustees calculated survey results. Trustee Owens will run final calculation and report to the Trustees.

Date for Strategic Planning Work Session

Thursday, November 11th @ 7pm

Next Business Meeting

Date and Time of next business meeting {Thursday, November 18th @ 6:45 pm}

Motion made to adjourn at 8:40 p.m. by Trustee Pajak, Trustee True seconded. Motion passed with a unanimous vote.

Respectfully Submitted,

Tina M. Owens

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Secretary, Library Trustees