



Sandown Public Library Trustees Meeting
FINAL

Minutes August 19, 2010 at 6:45 PM @ Sandown Public Library

Attendance

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

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison: Steve Brown

Approval of Minutes

Approval of July 22, 2010 minutes – Trustee Pajak motioned to accept the minutes with corrections. Trustee Clifton seconded. 4 voted in favor; 1 abstained; motion carried

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Bookkeeper submitted the finance report for review.

Acceptance of unanticipated funds – nothing to approve this meeting

Payroll and Benefits Management Program-tabled until next meeting

News & Views of the Director

Circulation and Visits:

Total visits down 2% from July 2009.

Total July 2010 circulation decreased 15% from July 2009 circulation.

Candia: 27% drop in sign-ups for Summer Reading Program; Circulation stats are proportionately down as well for July. K-8 school enrollments have been dropping as well.

Windham: Summer Reading participants about the same as last year. June circulation is down (17,143 in 2010 compared to 19067 in 2009). It's down in both children and adults. Visits are down 7781 in June 2010 and 8788 in June 2009. The Director's theory is that "people are taking 'real' vacations not staycations this year."

Plaistow: Summer Reading registration is up 20% over last year and circulation is 60% higher than last year. "I think our success is totally dependent on the fact that we are offering raffle tickets for each book read with lots and lots of prizes. We also give a raffle ticket for every visit to the library..."

Tilton: Circulation is down from last year.

Programs & Announcements :

JULY – AUG: Summer Reading Program, “Make a Splash – Read.” 263 Children signed up for the program. 172,581 minutes read by the participants and 6750 books were checked out. 53 programs were offered with 1627 people attending. We had six volunteers assisting the library staff with the different events.

New this year is an incentive program for adults. For every adult library book read, an adult patron may enter their name into a drawing for gift certificates: \$25.00 from Pasta Loft Restaurant, \$25.00 from Hannaford’s, and \$20.00 from Lobster Q (formerly Lobster Tail). The library has received positive feedback from our adult readers for this new idea. The program will run until Tuesday, August 31.

AUG: Two movies will be offered to the children during the last two weeks of August.

SEPT: In honor of 9/11, the library will display medals given to a Sandown resident who volunteered at Ground Zero right after the tragedy. Joseph McKinnon will also host a program on Thursday, 9/9/10 to speak about his experience and share a DVD he created.

On Monday, Sept. 20, at 6:30 p.m., the Library will co-host with the Old Meetinghouse Association a guest lecture and slide presentation from Paul Wainwright, author of the new book A Space for Faith: Colonial Meetinghouses of New England. The book is a finalist for the New England Book Awards. Sandown’s Old Meetinghouse is prominently portrayed throughout the book.

Story Hour Coordinator Judy LaPorte is working on the Fall story hour sessions with a start date of Sept. 13th.

Friends of the Library held their annual Book Sale at Old Home Day. Their next fundraising event is Reach-The-Beach on Saturday, 9/18/10.

The Library Director is working with the Friends Treasurer on applying for 501 (c) 3 non-profit status from the IRS for the organization. They will meet with Terry Knowles at the Attorney General’s Office for Charitable Trusts in Concord on Thursday, Aug. 26 for a review of their paperwork.

The Director attended the annual meeting of the NH Downloadable Consortium in Hooksett on Aug. 11. It was announced that the cost needs to increase to support downloadable eBooks as well as the AudioBooks program.

OLD HOME DAY RECAP

Discussion ensued reviewing the events of the day and the success of the survey. Trustee Owens reported at least 150 surveys were completed.

Computers/Networking

Technology Plan Review – tabled

Computer Upgrade

The network can handle Windows 7 and XP. Specifications needed for public catalog computers are minimal. However, they are not compatible with Windows 7. The two oldest computers that need to be replaced are: Online Catalog computers #6 and #7. Both are Dell Dimension 5150 purchased in 2005.

Three solutions:

- 1) Replace CPU units on older catalog computers for cost of approximately \$600 for one and \$850 for one in children's room (needs Office 2007) plus 2 hours to install. **Total cost: \$1620**
- 2) Purchase 2 laptops for Internet area and switch the two Internet desktops with the older catalog computers. Cost: \$1100 per laptop plus 4-6 hours installation time. **Total cost: \$2710**
- 3) Purchase one desktop CPU to replace #9 Staff desktop (ILL/circ) Optiplex 320 (2006) and use #9 as replacement for Online catalog computer #6(Dell Dimension 5150 – 2005). Purchase one laptop to replace #5 (internet Optiplex755 (2007) and use #5 as replacement for Online Catalog #7 (Dell Dimension 5150 – 2005).
Total cost: \$2335

Discussion ensued. No final decision was made at this meeting but will continue to be discussed in future meetings.

ILS – Integrated Library System

Computer for online catalog is a minimal upgrade since all it does is provide search and viewing access into the online catalog. Library has 2 workstations for the online catalog. The online catalog software will not run on Windows 7.

Discussion ensued.

Old Business

Joint Loss Management Committee Report Update –

The Director submitted an update report to the Joint Loss Management Committee. Copies of the report were sent to the Trustees via email.

Library Director reported the suggestion by this committee to build an enclosure for the oil burner may not be necessary. It is possible that code only requires what is already there a ceiling constructed of fire-retardant material

New Business

Automation Plus Contract

Bookkeeper Patti Sarcione provided a new contract for bookkeeping. Trustees reviewed the contract, discussion ensued. Trustee Pajak motioned to accept the contract submitted by Patricia Sarcione dba Automation Plus for bookkeeping services. Trustee True seconded and the motion carried.

Museum Passes:

1. Due to increased expenditures on museum passes and reduced income, the Friends of the Sandown Public Library voted not to pay for renewal of the Children's Museum of New Hampshire for 2011, which expires on 9/30/2010. If there are funds available, would the Trustees be willing to support this pass? 12-month membership is \$300 and 6-month is \$150. The pass was used 33 times in the last year. It was the fifth highest in usage out of 12 passes.
2. Would the Trustees consider adding another museum pass to our services? The New Hampshire Historical Society offers a Library with Family Pass membership for \$60 that allows up to four people at one time free admission to their museum. Could we consider this as well if funds become available?

Fax Service for patrons:

Because the library receives multiple inquiries per month about a public fax, the Director asked the Trustees to consider adding this service to the community. The Director queried the NH Library listserv to see how many libraries offer fax service to patrons. 27 libraries responded – all were positive about the service. The Director handed out a spreadsheet with fee structures and comments from the 27 libraries. Summary of the information is:

- 1) The majority of libraries charge \$1 per page.
- 2) Library staff send the faxes for the patrons.
- 3) Only a few will handle international faxes.

2011 Budget

Director Lachance submitted the proposed budget for FY2011. Discussion ensued. Trustee Pajak asked what the Town has decided on pay increases. Director Lachance reported the Town office is going forward with 2% plus cost of living increase. Discussion ensued. The Director proposed a 3% raise for the library staff vs. the 2% plus cost of living increase. Trustees agreed. Trustee Clifton noticed some discrepancies in the increase amount between 2010 and 2011. Director Lachance will recheck her math.

Discussion continued on each line item.

Trustee True reminded the Trustees and Director that we also need to prepare a default budget for the Budget Committee meeting.

Discussion continued on the Benefits /Medical Reimbursement line item.

Date for Strategic Planning Work Session – tabled

Trustee Pajak motioned to adjourn the meeting at 9:24pm, Trustee True seconded and the motion carried.

Other

Next Business Meeting

Final Budget review meeting: Thursday, August 26, 2010 @ 6:45am

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