



*Sandown Public Library Trustees Meeting*  
**Minutes for September 16, 2010 at 6:45 PM @ Sandown Public Library**

**Attendance**

Trustees: Carol Stafford, Louise Pajak, and Diana True

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Trustees Tina Owens and Steve Clifton, Selectmen's Liaison: Steve Brown

The meeting was called to order at 6:50 p.m.

**Approval of Minutes**

Approval of August 19, 2010 minutes – Trustee Pajak motioned to accept the minutes with corrections. Trustee Stafford seconded. Motion carried.

Approval of August 26, 2010 minutes - Trustee True motioned to accept the minutes with corrections. Trustee Stafford seconded. Motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

The overall budget is about 70% expended. Money from the fines account is being used for DVD expenditures.

No Acceptance of unanticipated funds

Payroll and Benefits Management Program-pending

**2011 Budget**

The Trustees reviewed the meeting with the Selectmen. Discussion ensued regarding the upcoming meeting with the Budget Committee. The Trustees invited Bookkeeper Sarcione to attend the Budget Committee in case further clarification is needed.

**News & Views of the Director**

Circulation and Visits:

Total visits down 3% from August 2009.

Total August 2010 circulation decreased 9% from August 2009 circulation.

There are definite problems with InfoCentre's ability to check materials in and out, which impact the circulation numbers. The Library Director worked with both InfoCentre and Adel-XT to resolve the issue. The staff is carefully monitoring the problem.

Trustee Pajak suggested monitoring the checkouts for a certain period of time to see if the problem is still recurring.

### Programs & Announcements :

AUG: 677 entries in our Adult Summer Reading Raffle!

SEPT: In recognition of 9/11, the library will display medals given to a Sandown resident who volunteered at Ground Zero right after the tragedy. The program, "9/11 Remembered by Rescue Worker," on Thursday, 9/9/10 was cancelled due to no registrants.

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. Twelve people have already registered.

Three Story Hour sessions for 3-5 year olds are planned to begin the week of Sept. 20<sup>th</sup>. The first week's theme is "I love my Library." A fourth Story Hour, "Toddler Time," for children who are two years of age or under will be offered on Wednesday mornings.

Rockingham Community Action Group will present a program entitled, "Fuel Assistance, Weatherization, and Financial Savings," on Thursday, Sept. 30 at 6:30 p.m. at the library.

OCT: October 17 -23 is National Friends of the Library Week. In honor of our dedicated Friends group, the monthly Library display will exhibit all the ways the Friends support the library. A number of special activities will take place during the month to promote the Friends and thank them for their service to the library. The Staff will also promote our Book Discussion club in honor of National Book Discussion Month.

The Trustees will plan to hold a special Book Lovers' Night in October in honor of Book Discussion Month.

### Children's Programming Survey:

The Youth Services Director created a 10-question survey on Survey Monkey to assess children's programming and receive input from Sandown residents. She is distributing it to anyone who signed up for Summer Reading and gave their email address. Printed copies will be on the counter and the Director created a link to the survey for the library website. About 50 people have already responded to the survey.

The Trustees suggested ideas for a science program to the Youth Services Director. They reviewed comments and how to implement some ideas in programming. The Trustees were pleased with the survey and thanked the Youth Services Director for creating it. Suggestions were also made to gather more responses.

### Friends of the Library:

The Library Director and the Friends' Treasurer met with Terry Knowles at the Attorney General's Office for Charitable Trusts in Concord on Thursday, Aug. 26 for a review of their application for 501 (c) 3 non-profit status from the IRS for the organization. Ms. Knowles gave a positive review of the application. The Friends will vote on proceeding with the application at their September meeting.

#### Staff Blog:

The Assistant Director and the Youth Services Director created a blog for the staff to use to post messages that need to be communicated to everyone. The Staff are very enthusiastic about communicating in this manner. The blog is only visible to staff members.

#### Website:

The Library Director updated the website to include information about the upcoming elections. A link to the survey regarding children's services was also added.

Facebook: The library now has 55 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 upcoming Old Meetinghouse program, which was published in the 9/9/10 edition. Rittenhouse also interviewed the Director and Library Technician II about the banned book display now featured in the display case.

#### Channel 17

The Library Director met with the Coordinator of the local cable channel, Channel 17 to learn about the new software that allows town departments to add news items in an easier, streamlined method. The library will begin adding publicity items to the Channel 17 broadcasts.

#### Equipment Disposal:

The Pre-School Story Hour Coordinator Judy LaPorte has been cleaning out the downstairs meeting room of old supplies and materials. She notified the Director that there are a number of old shelves that match the children's room shelving units stored in the meeting room. She asked if they needed to be kept or could they be discarded. The Director inspected the units and realized that they have been down there for quite a few years. The recommendation would be to discard them if the Trustees agree. Trustee Stafford motioned to give the library permission to dispose of any equipment as deemed unnecessary. Pajak seconded. Motion carried. The Trustees also requested that the library director notify other town departments of any equipment being discarded to see if the equipment could be used by another department rather than disposed of.

#### Personnel

The Library Director will be on vacation from October 14 – October 25.

#### **Computers/Networking**

Technology Plan Review – pending

Computer upgrade – pending

ILS – Integrated Library System - pending

**Old Business**

Joint Loss Management Committee Report Update

Joint Loss Committee update: Fire Chief Bill Tapley reviewed the recommendation from the Joint Loss survey report regarding a fire-proof enclosure of the furnaces. Chief Tappley reported that the installation is up to code for the date built. He did not see the need to build an enclosure and suggested a simple alternative of adding a sprinkler head over the furnaces. The Library Director has a call into the plumbing inspector for an installation cost estimate.

The Selectmen's Aide gave a copy of the Selectmen's five-year budget plan to do maintenance and upgrades to town buildings. The upgrade to the egress in the library basement is scheduled for 2013.

Fax service policy

A written policy was presented to the trustees for their review and approval. The Library Director will revised the policy to add a maximum cost of \$5.00 per fax.

**New Business**

Date for Strategic Planning Work Session

Trustees decided to add survey results as an agenda item for next month's meeting. The decision will be made at that time to see if a work session is needed.

**Other**

Discussion ensued on e-Readers and the future of library service.

**Next Business Meeting**

Date and Time of next business meeting {October 7, 2010 @ 6:45 pm}

Motion made to adjourn at 8:10 p.m. by Trustee True. Pajak seconded. Motion passed.

Respectfully submitted,

Barbara Lachance  
Library Director