



*Sandown Public Library*  
*Trustees Meeting Minutes*  
**May 20, 2010**

The May 20, 2010 Sandown Library Trustees business meeting was called to order at 6:53 pm.

**ATTENDANCE**

In attendance:

Trustees: Diana True, Carol Stafford, Steve Clifton, and Louise Pajak, Library Director  
Barbara Lachance, and Bookkeeper Patricia Sarcione

In absentia:

Selectmen's Liaison Stephen Brown and Trustee Tina Owens

**Approval of Minutes**

The April 22, 2010 minutes were reviewed. It was suggested that when someone arrives late for a meeting, the minutes should reflect the time of their arrival. Trustee Clifton made a motion to accept the April 22, 2010 minutes with corrections. Trustee Pajak seconded. All in favor; motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

Trustees reviewed the report with the Director and the Bookkeeper. The Bookkeeper informed the Trustees that she had moved an AccuCut expenditure from the Library Supplies line to Equipment as requested at the last meeting.

The magazine line item is showing 98% expended due to payment of the Epsco bill.

The Trustees again discussed the over-budget expenditure on heat. Trustee Stafford asked Director Lachance to check if the water at the library was being heated by oil. The director stated that she would watch the oil through September and October and agreed to only get a partial fill towards the end of the year to stay within budget. Trustee Clifton suggested checking into the possibility of adding a second heating zone so that the upstairs could be heated separately from downstairs.

## DVDs

Trustee Clifton asked how many DVDs the Library Director planned to purchase each month. The Director stated that the plan is to purchase 20 DVDs per month for a total of \$3300 per year.

Trustee Clifton suggested we use Fine money to support the plan. Trustee Chair Stafford stated we should expend the budget proportionately to circulation usage. Trustee True reminded the Board that Fine money should be used to augment the budget not to replace. Discussion ensued and Trustee Clifton moved to authorize supplementing the DVD budget with Fine money not to exceed \$3600. Trustee Pajak seconded. Vote = 4 in favor.

Trustees suggested changing DVD circulation period to 2 days instead of a week especially for new releases.

## Acceptance of unanticipated funds

Trustee Pajak made a motion to accept a \$250 donation to the library from Mr. Keho (son of employee Sue Keho) and his fiancé. This donation is made in lieu of purchasing party favors at his upcoming wedding. Trustee Stafford seconded. All in favor; motion carried. This was an unconditional donation.

## Audit Questions:

In an attempt to centralize accounting, the Town Bookkeeper, has requested monthly bank statements from the library. The Director informed the bookkeeper that it was incorrect to have the Library accounts included on the town spreadsheet. In accordance with RSA 202, the library is a separate entity. The bookkeeper further explained that she was following-up on recommendations from the Auditor. After seeking advice from LGC's Staff Attorney Christine Fillmore, the Library Director was informed that *"Under the Right to Know Law, anyone has the right to ask for and be given this same information. The Library Trustees always retain control of the finances. Sharing the information is fine."*

The director stated that she was going to raise this question to Terri Knowles to see how other towns and libraries are handling this same issue. Trustee Clifton suggested that a .pdf file be saved of each bank statement and sent electronically to the Town Bookkeeper.

## Investment Opportunities

This topic is closed.

### Payroll and Benefits Management Program

Director Lachance reported that 70 libraries in the state of NH are managing their own payroll and benefits. Nothing new to report; this topic will stay as a standing agenda item.

### **News & Views of the Director**

The Library Director will be on vacation the week of May 21. The Assistant Director will be providing coverage.

### Circulation and Visits:

Total visits up 6.7% over April 2009.

Total April 2010 circulation up 4.5% April 2009 circulation

Review of materials circulated Jan-April 2010 shows same usage pattern as in the past. Director Lachance distributed a graphic display of Types of Material Circulated from 2009 and 2010 for comparative analysis.

### Programs & Announcements :

#### **APR:** National Library Week – Communities Thrive @ your library

- We are receiving positive feedback from patrons as we give out the new customized, laminated bookmarks purchased by the Friends.
- Seventy entry forms for the Town-wide Word Hunt have been taken by residents. The contest ended April 29. Twenty-four forms returned. Six winners named.
- The April Display Case features an exhibit of favorite Children's books and Characters and highlights the book, Everything I Need to Know I Learned from a Children's Book.

#### Adult Programs:

- Seven people attended the Garden Club's discussion on the new Sandown Community garden that was held at the Library on Thursday, April 1 at 7:00 p.m.
- Nine people have signed up for the Paper-craft workshop, which was held on Thursday, April 22 at 6:30p.m.

#### Children's Programs:

- Seventeen children attended the special "Bunnies" Story Hour with Miss Jennifer on April 3<sup>rd</sup>.
- Four children attended Favorite Children's Stories Story Hour on April 13 at 6:30 p.m.
- Twelve people attended the movie, "Alvin and the Chipmunks – The Squequel" on Saturday, April 10.

**MAY:** Fine Free Food Donation Month and National Photography Month

Adult/Family Programs

- No one participated in the Nature Photo Walk on Saturday, May 8 with photographer Brad Deveau.
- Twelve people attended the afternoon social and a slide presentation, "Four Seasons in Rockingham County", by Sandown resident Al Fields held on Tuesday, May 11 at 1:30 p.m.
- Three residents attended the Public Forum on the Library Strategic Plan held Saturday, May 15.
- Friends of the Library – Annual Plants, Books and Bake Sale on Saturday, May 22.

Children – Pre-school Story Hour six-week session begins the first week of May.

- Ten Children attended the Mother's Day Story Hour on Saturday, May 8.
- Twelve children attended the movie, "Tooth Fairy," on Saturday, May 15.
- "Let's Get Buggy" program will be held on Wednesday, May 26 at 6:30 p.m.

**JUNE:** Celebrate the Great Outdoors

- Chef Oonagh Williams will present a gluten-free cooking program on June 22 at 6 p.m.
- The Summer Reading Program, "Make A Splash and Read," will begin on Monday, June 21 and continue until August 12.
- Display case will feature outside activities throughout the New England region.

Eastern Mountain Sports - possibility that they will be providing a program at the library sometime in the future.

Friends of the Library News

Friends voted to host an ice cream party on June 30<sup>th</sup> at 2 p.m. before the Wildlife program at the Town Hall.

Friends also voted to spend \$107 to sponsor a SRP program from the Audubon Society, "Fantastic Frogs."

Friends will hold their annual book sale at Old Home Day, August 14 and also sponsor the refreshment station for Reach the Beach on Sept. 18.

Facebook Page: 36 people are now Fans of the Sandown Public Library on Facebook.

## Training

- Staff Training session on Friday, June 4 to prepare for Summer Reading Program.
- Terry Knowles will present the annual Trustees' Seminar in Concord on Thursday, June 3.
- Library Director will attend the NELA/ITS Conference, "Invisible Book: Library, Patrons and E-books" in Portland, Me on Friday, June 11.
- Start hiring process for a new Library page to replace graduating senior.

## **Computers/Networking**

### Technology Plan Review

Trustees Clifton will be working on updating the topology plan and the current equipment inventory. Trustee True will assist. This will remain an standing agenda item.

## **Old Business**

### Roof leak:

Selectmen's Aide Lynne Blaisdell reported that a mason sealed and coated the chimney. Should be all set. The library Director informed her that we would keep an eye on the roof during rainstorms to make sure the chimney/roof is not leaking anymore. Trustee True stated that in the Tri-Town Times, Selectman Steve Brown suggested that three bids be obtained for the internal repair project of the library but regardless of cost, he noted that the responsibility of the repair lay with the town.

## **New Business**

### Letter from Selectmen regarding Town of Sandown's Ethics Policy

Ethics Policy – Lynne Blaisdell explained to Director that she would like copies of the signed form for each library employee because the library employees are covered under the Town's workmen's compensation and liability insurance and if there were ever a claim filed it would be the Town's responsibility to prove that the employee was aware of the Town's ethics policy.

LGC'S Staff Attorney Christine Fillmore's opinion (5/17/10) – "Under the Right to Know Law, copies of the employees' signature on a policy document would not be considered confidential and should be made public if requested. See RSA 91-A:5 for Exceptions".

Director Lachance distributed a copy of the Code of Ethics of the American Library Association and the Library Bill of Rights for review. The trustees felt that these two documents could be incorporated into our mission statement when developing our strategic plan but the Town's Code of Ethics Policy was entirely different.

Trustee Pajak made a motion to have the Sandown Library employees be afforded a copy of the Town's Ethics Policy and ask them to sign that they have received a copy and will abide by the policy. Trustee True seconded; discussion ensued.

A vote was called: 3 in favor; Trustees Pajak, Stafford and True. 1 opposed – Trustee Clifford.

#### Use of Photographs and Video Policy Draft

Director Lachance distributed a draft copy of the "Use of Photographs and Videotapes Policy". The Director stated that this policy was very timely since she had just recently established a Facebook page on the website. General discussion ensued regarding social networking concerns of a Facebook page.

Trustee Clifton made a motion to approve the draft policy and permission slip. Trustee Pajak seconded; discussion ensued.

A motion was made by Steve Clifton to call the question. Vote was taken; all in favor, no one opposed.

#### Date for Strategic Planning Work Session

The trustees agreed to meet again on June 10, 2010 from 6:45pm – 8pm to continue working on the Strategic Plan. Director Lachance and Trustee True provided an overview of the public SWOT session that was held on Saturday, May 15<sup>th</sup>. This information will be helpful in developing our strategic plan.

#### **Other**

##### DVD Reserve Policy

Trustee Clifton asked to discuss our current policy for reserving DVDs. At the present time, patrons are permitted to check out a DVD for 1 week with \$1/day late fee. Patrons are also permitted to reserve new release DVDs. Discussion ensued. Several options were discussed for consideration:

1. 3 day check-out policy with a 50 cents/day late fee.
2. Atkinson Library current policy – 2 day check-out with \$1.00/day late fee and no option to reserve.
3. Different check-out policy for new versus older circulated DVDs.

Director Lachance will get feedback from other libraries.

Flagpole repair needed – The Director informed the Selectmen’s Office that the rope on the flagpole is off the track and cannot be lowered. Also, the flagpole is in desperate need of painting. Selectmen will try to get an Eagle Scout project for painting the pole and see if the Fire Department could fix the rope.

**Next Business Meeting**

Date and Time of the next business meeting {Thursday; June 17, 2010@ 6:45 pm}  
Trustee Pajak made a motion to adjourn at 9:18pm, Trustee Stafford seconded. All in favor with a vote of four; motion carried.

Respectfully submitted,

Diana True  
Acting, for Secretary Tina Owens