



*Sandown Public Library Trustees Meeting*  
**Minutes for August 21, 2014 at 6:45 PM @ Sandown Public Library**

**Call to Order**

The meeting was called to order at 6:45pm

**Attendance**

Trustees: Carol Stafford, Louise Pajak, Tina Owens, Diana True

In Absentia: Trustees Pete Stock, Selectmen's Liaison Cindy Buco

**Pledge of Allegiance**

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

The report was reviewed and discussion ensued.

The Director reported that she is beginning FY 2015 budget preparation and will work with the Bookkeeper to get an initial ready for discussion at the September business meeting.

Acceptance of unanticipated funds

There were no unanticipated funds to accept.

**Approval of Minutes**

July 24, 2014 minutes

Trustee Stafford motioned to approve the minutes as corrected, Trustee True seconded and the motion carried with three (3) votes in favor and one abstention by Trustee Pajak.

**News & Views of the Director**

Circulation and Visits

Programs & Announcements

The Trustees reviewed the Director's Report (attached) and discussion ensued.

**Old Business**

- Outside Lighting –Included in the deficiency log, submitted to the town.
- Trustee Name Tags
  - Option Chosen: TRUSTEE  
DIANA TRUE  
SANDOWN PUBLIC LIBRARY
  - Director Corbett will place an order with Colonial Engraving Co., Inc., of Kingston, for both the Trustees and the Friends of Sandown Public Library after we hire the permanent Early Childhood Literacy Teacher. No sense in ordering more mere weeks later!
- TD Bank –Director Corbett informed bank representative Nicki Pellenz of the consensus to cede to her recommendations for our account in order to avoid the extra \$20 in Government Banking fees that will begin to accrue:

As a result of our discussion, it is my recommendation that the following products be moved to TD Bank's Small Business suite of services. The product changes will occur on August 1, 2014.

Account Number	Old Product	New Product
XXXX3382	Public Finance Fixed Rate	TD Business Convenience Checking Plus
XXXX8302	Public Finance Statement Savings	TD Business Savings
XXXX8336	Public Finance Statement Savings	TD Business Savings
XXXX8205	Public Finance Money Market	TD Small Business Money Market Plus

Sandown Public Library will continue to have access to the best products and services and additional benefits, like longer hours, to make banking even more convenient. We know you need to have quick and easy access to your funds; further you also need to make every dollar work as hard as possible. TD Business Checking accounts offer the liquidity the Library needs.

**SUMMARY OF FEATURES TD BUSINESS CONVENIENCE CHECKING PLUS:**

- 500 FREE items paid or deposited per statement cycle (additional items \$0.50 each)
- 24/7 live customer support
- FREE Online Banking with Bill Pay
- FREE use of Penny Arcade for Customers
- FREE monthly e-statements with free check images
- Monthly maintenance fee \$25, WAIVED if minimum daily balance of \$1,500 is maintained
- Account does not pay interest

The Library will continue to receive a \$10.00 ACH Charge each time an ACH file is sent to the Bank through TD Business Direct.

- Chairs –Ordered and in the Meeting Room! The Friends of the Sandown Public Library opted to purchase 30 chairs in memory of Hazel Marlow. Once the invoice arrives, the Friends will pay the invoice.
- Book Drop Mode –We have adopted the procedure of checking in items left in the book drop overnight using book drop mode, thus effectively checking them in one minute before closing on the previous business day.
- Extended Loan Periods for Long Audiobooks –The staff located audiobooks longer than 30 hours, Director Corbett created the AUDIOBOOKS >30 HOURS item type with a six-week checkout period in Koha, and Assistant Director Hassard changed them to the new item type.
- Overdrive/NHDB – The NH Downloadable Books Consortium held a vote regarding the need to vote on whether to feature a “buy it now” button for Simon & Schuster titles via NH Downloadable. The result of the vote to vote anonymously regarding the “buy it now” button was as follows: when the Consortium does vote on whether or not to add the Simon & Schuster titles, along with their requisite button, it will be an open vote. Discussion ensued.

**New Business**

- Twelve-year-old Volunteer? A boy scout that Library Page Robinson knows needs to volunteer for a merit badge. Can we help him, or do we need to send him elsewhere? The Trustees suggested the Director needs to understand the following: a) the number of hours required for the badge; b) do the parents and scout leader understand the commitment, c) the Director will require an interview meeting with the scout and d) the library communicates that this is the first time the library has been approached with this idea and we are willing to try for two (2) weeks then reconsider a longer engagement.

- Policies –Trustee Chair True has been working on updating the policies.

Discussion ensued. The discussion covered policy edits through and including Library Policy on Confidentiality.

- SNHLC Meeting –Director Corbett met with Directors Heer and Vinton on Thursday, August 21<sup>st</sup>.
  - Plaistow Public Library (PPL) is putting ILLs out for circulation (for award winners, summer reading, etc.). An SPL patron borrowed on, returned it here, and we returned it to the Hampstead Public Library, from whence it came, bypassing Plaistow, not knowing that it was a PPL ILL. PPL Director Vinton asked our advice on avoiding this in the future. Discussion ensued.
  - Discussed Purchase Request nomenclature. PPL Director Vinton wondered if we could program in an automatic response for when patron search results come up with no matches, then asking if they want to request the title for purchase.
  - The Coop libraries will be scheduling regular “counterparts” meetings throughout the year for Circulation staff, ILL staff, Catalogers, and Programming/Outreach staff.
  - The three directors would like to schedule one or two Coop Development Days/Mornings.
    - Would require closing all three libraries for a morning/afternoon/evening.
- Library Page Robinson’s Departure –Staff has indicated that the library usually does something for the Library Pages when they leave to go off to school. Any recollections regarding this?
- ALA Summit on the Future of Libraries – Trustee Owens pro

### **Closed Session**

Trustee Owens motioned to enter closed session at 9:26pm, Trustee Pajak seconded.

ROLL CALL: Trustees Diana True, Louise Pajak, Carol Stafford and Tina Owens. The Trustees invited Director Corbett to attend. Motion carried unanimously.

Trustee Owens motioned to seal the minutes of the closed session. Trustee Pajak seconded and the motion carried unanimously.

### **Next Friends Meeting**

- Monday, September 22 @ 6:30 p.m.

### **Next Business Meetings**

- Thursday, September 18, 2014 @ 6:45 p.m.

### **Important Dates**

- October 14<sup>th</sup>: Budget due to BoS
- October 27<sup>th</sup> @ 7:30 p.m.: Budget Meeting with the BoS
- November 5<sup>th</sup> @ 7:20 p.m.: Budget Committee Meeting

Trustee True motioned to adjourn at 11:01pm, Trustee Pajak seconded and the motion carried unanimously.

Respectfully Submitted,  
Tina Owens, Secretary