



Sandown Public Library Trustees Meeting
Minutes for October 16, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

The meeting was called to order at 6:50pm

Attendance

Trustees: Pete Stock, Carol Stafford, Louise Pajak and Tina Owens

Selectmen's Liaison: Cindy Buco, in absentia

In Absentia: Trustee Diana True

Director: Library Director Kirsten Corbett

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The report was submitted and reviewed; discussion ensued.

Acceptance of unanticipated funds

There were no funds to accept

Approval of Minutes

September 18, 2014 minutes

Trustee Stafford motioned to accept the minutes as read. Trustee Pajak seconded and the motion carried with Trustees Stafford, Pajak and Owens in favor and Trustee Stock abstained.

News & Views of the Director

Circulation and Visits

Reports were submitted and discussion ensued.

Programs & Announcements

A report was submitted and reviewed. Discussion ensued.

Old Business

- Outside Lighting –Reported to Town Administrator Blaisdell as a building issue.

The Director is feeling somewhat better that the issue is now on the Administrator's issue list as well as the Safety Committee radar. Trustee Owens recommended the Director contact the Town Administrator monthly to keep this on her radar.

- Budget - Budget was reviewed. Discussion ensued and the Trustees are confident we are ready to defend the numbers. The Director confirmed the Finance Director will accept a soft copy of the final budget. The Director will email it to the Finance Director on Friday 10/17/2014 and will cc Trustee Owens. Since the Director will be at a conference on Monday 10/20/2014, Trustee Owens will check with the Finance Director that she was able to open all the attachments.

New Business

- End of Year Spending
 - Book shelf frame
 - The Director submitted requests for bids on Tuesday December 14, 2014.
 - Quote from Tucker Library Interiors: \$749.
 - Trustee Stock motioned to approve no more than \$800 for the book shelf frame project to be completed. Trustee Stafford seconded and the motioned carried unanimously.
 - New Christmas tree (~\$200) – the Library’s Christmas tree is falling apart. The Director announced that she will purchase a new tree likely shortly after Thanksgiving. Since the amount is less than \$500, there is no need for a motion to approve the purchase.
 - New coffee machine (~\$240) – The Director announced problems with the current coffee machine and the need to replace. The Friends and other local groups are having problems with brewing and malfunctioning. The Trustees agreed to the purchase.

Trustee Pajak

- Trustee Pajak has announced that she is not intending to run again in 2015. Discussion ensued.

Next Friends Meeting

- Monday, December 8, 2014 @ 6 p.m.

Next Business Meetings

- Thursday, November 20, 2014 @ 6:45 p.m.

Important Dates

- October 20th: Budget due to BoS
- October 27th @ 7:30 p.m.: Budget Meeting with the BoS
- November 5th @ 7:20 p.m.: Budget Committee Meeting
- November 18th – Director Corbett’s 1-year anniversary (evaluation will be on November agenda)

Trustee Stock motioned to adjourn at 8:10pm; Trustee Stafford seconded and the motion carried unanimously.

Respectfully submitted,

Tina Owens

Secretary, Sandown Public Library Trustees