



*Sandown Public Library Trustees Meeting*  
**Minutes for November 20, 2014 at 6:45 PM @ Sandown Public Library**

**Call to Order**

The meeting was called to order at 6:51pm

**Attendance**

Trustees: Diana True, Carol Stafford, Pete Stock, Tina Owens

In absentia: Trustee Louise Pajak, Selectmen's Liaison: Cindy Buco

**Pledge of Allegiance**

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds

**Approval of Minutes**

The October 16, 2014 minutes were reviewed. Trustee Stafford motioned to accept the minutes as written. Trustee Stock seconded. The motion carried 3-0. Trustee True abstained due to her absence at the October meeting.

**News & Views of the Director**

Circulation and Visits - the trending downward of both stats continues; discussion ensued to leverage more social media – texting, twitter, etc. to announce programming and services. The Director and Trustee Owens discussed using video as well to post tutorials on how to do simple things like use the online catalog, register for a program, etc. Director Corbett also discussed the idea of streaming book covers on the website. Trustee Owens requested the library staff – especially the Youth Services Director and Program Coordinator to increase promotional activities for programs.

Programs & Announcements - discussion ensued regarding programming. The Director announced that she has asked both the Youth Services Director and Program Coordinator to provide a plan for new and upcoming programs.

**Old Business**

- Simon & Schuster addition to NHDB
  - On November 3<sup>rd</sup>, Director Corbett received the following notification from State Librarian Slossar of the results of the vote:
    - NHDB Members:
    - The S&S Ballot has closed and here are the results:
    - Yes (in favor of purchasing S&S titles and adding the "Buy It Now" button on each title in our collection): 47
    - No (not in favor of purchasing S&S titles or adding the "Buy It Now" button): 39
    - Note that I did remove duplicate votes.*
    - Please educate your patrons about the "Buy It Now" button and encourage them to shop around for the best price -- and the appropriate format\* -- before purchasing the title from our site.

According to our OverDrive rep, our proceeds from the sale of an eBook are on average 6-8% the cost of the book (or \$0.60-80 for each \$10 spent by the patron).

When writing to our rep, I'll be happy to suggest a color for the button, but it appears that they might only allow green. Here are two examples of a green button on different color schemes.

<http://www.listenupvermont.org/ContentDetails.htm?id=2F07C0AA-7C9B-42D8-8F29-A7D76C4409DB>

<http://overdrive.bpl.org/ContentDetails.htm?id=04B6D380-46F5-4C22-A498-150AC167ED8A>

When writing to our rep to agree to the "Buy It Now" button, I will add a statement that **we would like to reserve the right to remove the button in the future if S&S lifts the requirement.** (We recently saw Macmillan, for instance, lift their ban on selling to consortia. I was hoping we'd see S&S do something similar after a time... But don't get your hopes up. I have a feeling that we'll never be able to remove the affiliate feature.)

We will also need a selector to purchase S&S adult titles immediately and, of course, next year we'll need two or more weeders to remove the expired content.

Let me know if you have any questions.

Bobbi

- On November 19<sup>th</sup>, Director Corbett received notification that “S&S and OverDrive have **removed the requirement to have a Buy It Now button** on our content in order to purchase S&S eBooks” from State Technology Librarian Slossar. The official announcement should be on Thursday, November 20, 2014.
- End of Year Spending
  - Book shelf frame
    - Quote from Tucker Library Interiors: \$749 installed
    - Quote from PSI-NESP: \$820 installed
    - Montel sent an inquiry response, but did not follow up
    - Creative Library Concepts will ship, but not install (their fabricator is in NH)
  - New Christmas tree (~\$200) –hoping to get a good Black Friday deal purchased.
    - Purchased at Christmas Tree Shop during 20% off Friends & Family Sale for \$143.99
  - New phones that won't die on conference calls!
    - Hoping to get a good Black Friday deal (~\$200-\$400)
    - Consumer Reports reviews of cordless phones do not include multi-line phones.
  - New coffee machine (~\$240)
    - Purchased, along with three insulated carafes and two packs of K-Carafe coffee (plus a free pack each of K-Cups and K-Carafes) for \$196.
  - Wireless Router
    - Steve Jussif, of AdelXT, priced out new wireless routers, as it's time to replace the one we have: ~\$175. Unfortunately, the new routers do not have the same functionality as we currently have, when it comes to folks being able to print automatically once they're signed onto our Wi-Fi. Director Corbett has informed him that this is an important service that we do not want to lose, so he priced out a new wireless printer. The price is \$499. He believes that shipping is included, but in case it is not, Director Corbett is seeking approval.
    - Trustee Owens motioned to allow the Director to purchase a new wireless printer not to exceed \$550 for purchase and shipping; Trustee Stock seconded and the motion carried unanimously.
  - ECLT Thomas has asked for paint and aprons for story hour activities.
- Banking
  - New representative: Keith Pike
  - Meeting scheduled for Monday, November 24<sup>th</sup> at 2:00 p.m.
- Lighting –Director Corbett was informed by Town Administrator Blaisdell that Custodian DuLong has been tasked with our outside lighting issues. He knows exactly what the problem is with the timer and will fix it.

- Security
  - The Rear Library Motion Detector went off at 9:09 p.m. on Sunday, November 16<sup>th</sup>. This is the Zone 2 alarm, not the Zone 1 alarm that is the Children’s Room.
  - Trustee Stock and Director Corbett tested the range of the Children’s Room alarm, under the mistaken impression that that was the alarm that had gone off again. While there are concerns with the range of that alarm, it is unlikely that it will go off in the middle of the night again.
- Budget
  - Director Corbett was informed by Town Administrator Blaisdell that the town will be going with Hartmann Oil again (out of Exeter). Our price for oil is \$.1986 over the landed price. The landed price is defined as what the Oil Company pays when they have oil delivered to their tanks.
- Policy Review

Trustee True submitted the next round of edits and updates to the policies. Discussion ensued.

### **New Business**

- Health Insurance
  - Change in employee contribution –town is now doing an 85%-15% split with employees
    - Do we need to make a conscious decision to follow suit, or do so by default?
  - Employee Payout –do we do this? Should it be in our policies manual?
    - From “Personnel Policies and Procedures Manual for the Town of Sandown, NH” Revised 3/31/14, page 22:  
Full-time employees who opt out of the town’s medical insurance plan and are covered under any other medical insurance plan will be paid an amount equal to 15% of the town’s portion of the annual medical insurance premium for the family plan with a maximum benefit of \$2,500. This benefit will be paid out in two (2) payments; one half (½) in June and one half (½) in December. Employees must provide proof of medical insurance coverage before receiving any payments.
    - In 2014 this would be:  $\$10,026.24 * 15\% = \$1503.94$
    - In 2015 this would be:  $\$10,328.21 * 15\% = \$1549.23$

Discussion ensued and the Trustees agreed with this practice and will add this to the Benefits Policy.

- Lapsit Storytime
  - Can we add an hour per week to the Early Childhood Literacy Teacher’s schedule? If so, does this hour need to be reflected in the budget? There is a precedent in the 2010 Proposed Budget: “3 additional hours at reduced rate.” Since ECLT Thomas is working at a lower rate than ECLT Dawley was, we could accurately note “1 additional hour at reduced rate.”

### **Closed Session**

Trustee True motioned to enter closed session at 9:25pm. Trustee Owens seconded. Trustee True called for Roll Call, Trustees True, Stafford, Stock and Owens. The Trustees invited Director Corbett for purposes of discussion. Motion carried unanimously.

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

- Director Evaluation was addressed in closed session.
- 12/3/14 HRB end date –was that meant to read 12/31/14?

Trustee Stock motioned to adjourn the meeting at 10:06pm. The motion carried unanimously.

**Next Friends Meeting**

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

**Next Business Meetings**

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

**Important Dates**

- Tuesday, January 13, 2015 –Warrant Articles due
- Mid-January –Annual Reports due
- Thursday, January 15, 2015 –Public Hearing with Budget Committee. (alternate date: January 20<sup>th</sup>)
- Saturday, January 31, 2015, 8:00 a.m. –Deliberative Session (alternative date: Monday, February 2, 2015 6:00 p.m.)

Respectfully Submitted,

Tina M. Owens  
Secretary Trustee