



*Sandown Public Library*  
**December 10, 2009**  
*Trustees Meeting Minutes*

**In Attendance**

Trustees: Diana True, Carol Stafford, Steve Clifton and Louise Pajak.  
Selectmen's Liaison: Nelson Rheaume. Library Director: Barbara Lachance.  
Bookkeeper: Patti Sarcione.

In Absentia: Trustee: Tina Owens

**Approval of Minutes**

Approval of November 19, 2009 minutes  
Trustee Pajak motioned to approve the minutes with corrections. Trustee Stafford seconded and the motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper  
Budget is on target for end of year expenditures. There is an estimated \$3000 remaining after deducting payroll costs for rest of the year.

2008 actual Interest to spend is \$604.42 and is reflected in the Materials budget line. Questions were raised about amount that can be spent: Is it the budgeted amount or actual amount received? Is it the prior year's interest received or current year received? The bookkeeper clarified the policy: No matter what the amount is budgeted, the library can only expend the actual amount received in the prior year. If the actual amount is over the budgeted amount, then the Library can expend up to budgeted amount and carry over the remaining into the next year's budget.

Turner Memorial Fund Trust has been closed as of Nov. 30<sup>th</sup>, 2009. The balance of the remaining funds was used to finish the shelving project in the children's room.

### Payroll and Benefits Management Program

Bookkeeper Sarcione spoke to IRS liaison, Bob Westover, about the Library's dual tax status. Westover recommended that she and possibly the Library Director and a Trustee physically go to an IRS office to explain situation. The Library should not have dual tax status. Mr. Westover did not think this issue should be a problem but strongly suggested the need to go in person and explain. The Library definitely needs to correct this issue if planning to process the payroll ourselves.

Discussion ensued. Concern raised to make sure Friends of the Sandown Public Library are 501-3 (c) for fundraising purposes. Trustee Pajak motioned to authorize the Library Director to meet with the IRS and to speak on the Trustees behalf and to have the Bookkeeper attend the meeting as an advisor. Trustee True seconded. Motion carried. Treasurer Clifton will attend in Portsmouth if his schedule allows.

### Acceptance of unanticipated funds

Clifton motioned to accept donations in the amount of \$996.00. Trustee Stafford seconded. Motion carried.

2010 Budget – proposed health benefit rates. Library Director announced that the Board of Selectmen approved the 2010 health benefits plan for Town employees with employees contributing 5% of the amount. The cost of the plan for the library will be \$10734.84, which is a \$414.84 increase over the budgeted amount. The Library Director will check with the Budget Committee to see if they will make the changes/increases automatically to the library budget or do we need to meet with them again and request the increase?

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

#### Circulation and Visits:

Total November 2009 visits up 20% over November 2008.

Total November 2009 circulation up 7.7% over November 2008.

The Library's 2009 totals for circulation and visits have already surpassed the annual 2008 totals!

#### Programs & Announcements :

##### DEC: Homemade Holiday Crafts

The December display case features homemade holiday items. Because of the snowstorm, the Holiday Centerpiece workshop is re-scheduled for Wednesday, Dec. 16. The workshop filled up quickly and has a waiting list.

Children: Movies will be held on Saturdays, 12/5, and 12/19. On Saturday, Dec. 12, the Library will sponsor a holiday program for children at the Town Hall. Performer Greg McAdams will entertain families with a "Polar Express" program.

Youth Services Director Jennifer Bryant and Pre-School Story Hour Coordinator Judy LaPorte are also planning to host gaming events for children during the Winter School Break.

**Volunteers:**

In 2009, the Library was fortunate to have 15 adult volunteers and 5 high school students help out on different projects throughout the year.

**Snow Removal Discussion with Selectmen:**

The Sandown Board of Selectmen will be discussing snow removal at Town Buildings with the Highway Department on Monday, Dec. 14 at 7:30 p.m. The Library Director and any interested Trustees are invited to attend.

**Library concerns include:**

1. Parking lot and all walkways cleared before and during open hours of the library.
2. Who is responsible for ensuring the work has been done – selectmen's office or library?
3. Who makes the decision to open or close during severe weather?
4. What parameters are used to make the decision to open or close?
5. What is the priority of the Highway Department during a snow event? Is it to keep the roads cleared? Is it to open the Town Offices and Town Services for business?
6. What are the safety issues and liability issues that need to be addressed?

In the past, the Trustees decided not to go with school closing as the parameter for closing the library. Trustee Clifton succinctly stated that the Selectmen have the liability and risk of the outside of the building and the parking lot. The Trustees and the Library Director are responsible for the inside. Therefore, if the parking lot is not plowed and the sidewalk is not shoveled the Library does not open.

If a storm event happens after the library has opened for the day, it will be up to the discretion of the Library Director to decide to close the building. Safety of the library staff traveling to and from the building must be considered in the event of an ongoing snowstorm. The Trustees instructed the Library Director to notify the Board by email if there is a change in library hours.

Selectmen Rheaume explained that the Town is considering sub-contracting snow removal for Town Buildings. The Trustees stated that if the Town does sub-contract the services that our expectation is the Library will be open and cleared for during all of our open hours.

## **Computers/Networking**

### **Computers and Software**

Two new computers and three upgrade Office 2007 packages for three staff computers are coming by end of year.

Trustee Clifton motioned to spend no more than \$1500 for firewall detection software. Trustee Stafford seconded. Motion carried.

**Old Business**

Kindle demonstration moved to end of meeting.

**New Business**

Carol Stafford motioned to authorize \$600 for staff training. Trustee Clifton seconded. Motion carried.

**Other**

NHSaves donated four "Kill A Watt" devices to the Library to circulate among patrons and raise awareness of energy usage in their homes.

**Closed meeting**

Diana True made a motion to go into closed session at 8:07 p.m. Roll Call – Carol Stafford, Steven Clifton and Diana True.

**8:23 p.m. came out of closed session**

Roll call – Carol Stafford, Steven Clifton and Diana True. Trustee Clifton motioned to seal minutes of session. Trustee True seconded. Motion carried.

**Next Business Meeting**

Date and Time of next business meeting {Jan. 21, 2010\_ @ 6:45 pm}

**Old Business**

Library Director demonstrated the new Kindle e-reader device.

Meeting ended 8:45 p.m.

Respectfully submitted,

Barbara Lachance  
Library Director