



Sandown Public Library Trustees Meeting
Minutes for December 18, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

The meeting was called to order at 6:51pm

Attendance

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

Selectmen's Liaison: Cyndi Buco

Director: Kirsten Corbett

Bookkeeper: Patti Sarcione

In Absentia: Trustee Louise Pajak

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Acceptance of unanticipated funds – there were no funds to accept in December.

Approval of Minutes

November 20, 2014 minutes. The minutes were reviewed and corrected. Trustee Stock motioned to accept the minutes as corrected. Trustee True seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Programs & Announcements

Old Business

- End of Year Spending
 - Book shelf frame
 - Quote from Tucker Library Interiors: \$749 installed
 - Ordered from Tucker Library Interiors on November 24, 2014, plus extra shelves, so we may fit in more rows of DVDs (\$189 extra).
 - New phones that won't die on conference calls!
 - Will get a conference phone for Director's office, and leave the rest of the cordless phones alone. They range from \$250 to over \$1000. One version that was reviewed well costs \$712.89. Director Corbett is seeking approval to spend no more than \$900.
 - Trustee Stafford motioned to approve the Director purchase a new conference phone for the Director's office for a cost not to exceed \$900. Trustee Stock seconded and the motion carried unanimously.
 - 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 what 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. As a follow-up, Steve found a new version of the router that we currently have, which will work the same way our current one does. He claims that both are equally as easy for patrons to use, printing-wise.

- Director Corbett instructed Steve to go with the cloud controller (requiring the new printer), since it allows us to get usage statistics each month, and this is something that's going to be asked on the state library survey this year, and will be useful for the library, too. He is aware of the \$550 cap approved in November. He will purchase everything necessary, and bill the library within this calendar year.
- ECLT Thomas has asked for paint and aprons for story hour activities.
 - Purchased 12/15/14.
- Video equipment for library demo videos on website. The Director has researched the equipment and believes we can be properly equipped for under \$500.
- **Banking**
 - New representative: Keith Pike
 - Trustee Stock, Bookkeeper Sarcione, and Director Corbett met with him on Monday, November 24th at 2:00 p.m. Mr. Pike has requested a follow-up meeting, and we're trying to find a good time.
 - One point from the initial meeting was a recommendation from Mr. Pike to move away from using a debit card and make all purchases with a credit card.
- **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.
 - Custodian DuLong has removed our battery to rule out a problem with it –he is systematically ruling things out. Hopefully, this will result in a new timer.
 - The problems, however, persist. Custodian DuLong shared that the new recreation building in town has an outside light which he installed and functions properly for under \$50.
- **Budget** –Plan for Budget Committee Public Hearing
- **Outdoor Sign**
 - Feedback from Assistant Director of the Charitable Trusts Unit of the NH Department of the Attorney General, Terry Knowles on using fines money toward an electronic sign: “Upgrading the sign may be acceptable as long as the project is not defined in the town’s capital improvement plan as a capital improvement.”
 - Director Corbett spoke with Brian Underwood of Stewart Signs, which is the sign company that Hampstead PL used, and the one that Plaistow PL is considering. He will provide a quote for our consideration. He did say that if both PPL and SPL go forward with signs from Stewart Signs, we may be eligible for a discount, in addition to the \$500 referral kickback that PPL will receive for referring us to them.
 - An LED cabinet cannot be inserted into the existing sign frame, due to the weight and lack of proper ventilation.
 - The Hampstead sign is 5’x8’ and HPL Director Hiett estimated that it cost ~\$16,000, including landscaping. They went with full color LEDs. Brian Underwood recommends going with full-color, even if we need to ease into full use.
- **Fines Money**
 - Director Corbett contacted Terry Knowles about the possibility of transferring fines money into the Densen Fund, as it’s meant for a building upgrade. She said, “‘general repairs and upgrading’ does not include capital improvements. Fine money cannot be used for a library building project as that is a capital project.”

New Business

- **Increased Lending Period for Series DVDs**
 - Our current practice is to lend series DVDs for the same time as single DVDs: 1 week. It does not seem reasonable to expect patrons to fit in an entire series, which can range from 12-30 hours, in the same time that they would be expected to fit in a 2-hour movie.
 - Director Corbett proposes that we change the lending period for series DVD sets to three weeks. The Trustees disagreed and advised increasing only to a two week lending period

- **2015 Holiday Schedule**

Discussion ensued regarding the fact that Christmas in 2015 falls on a Friday when the library is already closed. The Trustees agreed that the library will be closed December 26, 2015 as well.

Next Friends Meeting

- Monday, January 26, 2014 @ 6 p.m.

Next Business Meetings

- Thursday, January 15, 2014 @ 6:45 p.m. -postpone, or include Budget Committee Mtg. w/in Trustees Mtg.?

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 20th)
- Saturday, January 31, 2015, 8:00 a.m. –Deliberative Session (alternative date: Monday, February 2, 2015 6:00 p.m.)

Trustee Stock motioned to adjourn at 9:07pm. Trustee True seconded and the motion carried unanimously.

Respectfully Submitted,

Tina Owens

Secretary, Sandown Library Trustees