



SANDOWN PUBLIC LIBRARY

305 Main Street • P.O. Box 580 • Sandown, N.H. 03873 • 887-3428

Sandown Public Library Trustees

*Meeting Minutes **FINAL***

December 16, 2010

Attendance

Trustees: Louise Pajak, Tina Owens, Carol Stafford, Steve Clifton and Diana True

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Selectmen's Liaison: Steve Brown

The meeting was called to order at 6:45 p.m.

Sandown Energy Commission Request

The Library invited Sandown resident Bruce Cleveland, chair of the Sandown Energy Commission, to attend the Trustees' meeting to discuss the information needed from the library for the Commission's data collection project. Energy Technical Assistance and Planning – a division of the Rockingham Planning Commission - is working with each town in NH to insure we are energy efficient.

Mr. Bruce Cleveland provided background on the Commission. This is an official town commission approved by the Board of Selectmen (BOS). The Energy Commission is requesting the Library's Difeo Oil and PSNH account numbers in order to track energy usage in the town. Trustee Pajak motioned the Board of Trustees authorize the Director to share the Library's PSNH and Difeo Oil account numbers with the Sandown Energy Commission for the sole purpose of tracking and recording Library energy usage. Trustee True seconded. The motion carried unanimously.

Approval of Minutes

Approval of November 17, 2010 minutes – Trustee Pajak motioned to approve with corrections, Trustee Stafford seconded. The motion carried unanimously.

Finance Report

Bookkeeper Sarcione presented the budget and discussion ensued.

Finance Report

Acceptance of unanticipated Funds –

Trustee Owens motioned for the Board of Trustees to accept the following unanticipated funds

Donations in memory of Mrs. Eleanor C. Bassett:

\$25.00 David & Jean Wiese of North Carolina

\$40.00 Hazel Marlow and Family

Donation of \$35.00 from Walter Fields of Sandown

Trustee Pajak seconded and the motion carried unanimously. Motion carried with a unanimous vote.

Payroll and Benefits Management Program

No updates for this meeting. Discussion is pending until further notice.

2011 Benefits and Budget

On November 16, 2010, the Library Director reviewed the 2011 Benefits line with the Town's Bookkeeper and they both agreed that the Benefits line should be increased \$965 to cover the increase cost of health insurance. The Budget Committee approved the amount of \$18,709.60 for the Library Benefits line.

On November 29, 2010, the Selectmen voted to increase the employees' contribution from 5% to 10% of health insurance cost. This reduced the Town's portion by \$614.87. The new total for the Benefits line should now be \$18094.73, which reflects an increase of \$350 to cover the Town's portion of health insurance costs.

Circulation and Visits:

Total visits up 13 % from November 2009.

Total November 2010 circulation decreased -7% from November 2009 circulation.

Library is still experiencing problems with the circulation system. The Library staff reported specific issues that have been forwarded to Adel-XT and Adel-XT will work with InfoCentre to resolve.

The library staff manually counted all materials checked out to patrons on four different days and compared data to total checkouts from the automated system. The results are inconclusive since the automated system also counted online renewals.

Programs & Announcements :

NOV: In honor of Thanksgiving and Families Stories Month, the library created a Family Tree with photographs and signature leaves of all of our library users who make up our Library Family.

Science Club:

The Science Club met on Saturday, Nov. 20 to experiment with leftover Halloween candy.

DEC: The Library is holding a Recipe Swap and serving holiday treats throughout the month. Holiday cookie cutters are on display.

Ten adults participated in the Cake Pop workshop and enjoyed making reindeer and Christmas tree cake pops.

Lots of Children's programs throughout December including movies every Saturday and programs during school vacation week.

Friends of the Library:

The Friends held their annual dinner meeting on Monday, Dec. 6. They agreed to pay \$400 toward the repair of the exterior sign. They also agreed to sponsor the December "Adopt-A-Book" program.

Senior Programming:

Senior Programming Volunteer Vera Kirk, Library Director Barbara Lachance and Recreation Director Deb Brown met on Thursday, Dec. 9 to review the results of the senior survey. Discussion ensued regarding which program suggestions would be better suited at which department.

Facebook:

The library now has 66 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

NHSL librarian Bobbi Slossar presented a training session for the library staff on "Getting the Most Out of Google" on Friday, Dec. 3.

On Tuesday, Dec. 7, the Library Director and the Library Technical Support person participated in an online training session with ILS system, Atrium. The new Plaistow Public Library Director Diane Arrato-Gavrish and Library Trustee Carol Stafford attended as well.

The Library Director attended the December meeting of the Merri-Hill-Rock co-op meeting in Nashua on Wednesday, Dec. 8.

On Thursday, Dec. 16, the Library Director participated in a group online demo of the Apollo ILS system. Plaistow, Danville, and Atkinson Library Directors participated as well.

Repairs and Maintenance:

Four dead mice were removed from the ceiling of the meeting room by Pest-End Exterminators. The exterminator also reported that there are mouse droppings on the ceiling tiles but they do not do that kind of clean-up work. The Library Director obtained two estimates to remove all ceiling tiles and clean up the debris.

The Selectmen approved a warrant article to re-do the lawn areas around all the town buildings.

Find NH History:

The Sandown Public Library is now participating in the State Library's New Hampshire Connecting to Collections project. At their website: www.findnhhistory.org, there is a link to Towns and under Sandown the library is listed as having a scrapbook collection which hold "news clippings and photographs of Sandown, NH from 1956 to present."

Database Trial:

The library has a 30-day free trial to Mango, an online database that teaches how to speak a foreign language. Over 40 languages are included in the product. The State Library has contracted with Mango to offer discounts to New Hampshire Libraries. Mango will allow us to put the trial on our website for users to try.

COMPUTER/NETWORKING

Technology Plan Review

No updates at this time.

Computer Upgrade

Discussion ensued regarding 2 PCs in our internet area that can run on Windows XP and be transferred to the catalog/circ area of the library. In addition, the Trustees could replace those 2 PCs with 2 new laptops. Trustee Pajak motioned the Trustees agree to purchase to 2 new laptops for the internet area of the library not to exceed a total cost of \$2400. Trustee True seconded and the motion carried unanimously.

Computers

ILS – Integrated Library Systems: The Library Director's research of different ILS software to replace our current product continues. The Director spoke to Mary Russell at the NH State Library who is working on a consortial deal for small libraries for an open source system. The State Library is moving forward but at a slow pace. They have not decided on a specific system yet and therefore have no pricing information. They hope to have ideas ready in 2011.

The Library Director also looked at two separate proprietary ILS products, Atrium and Apollo. Both products are used in a number of New Hampshire libraries. Atrium is the ILS system the Hampstead Public Library purchased and have been using for several months. Apollo is another ILS system that a number of small and medium public libraries in NH are using. Apollo is a service bureau model system with no software installation onsite required. Atrium offers both a service bureau model or an onsite hosted model.

The Library Director discussed with the Atkinson, Plaistow and Danville librarians the idea of trying to possibly do a consortial venture since we are all looking at new systems and we share the same school district.

The Director provided a rough estimate on costs but stressed that she is not ready for the Trustees to make a final decision. Discussion ensued.

An example of fee structure between per vendor include:

Apollo fees: include \$1100 data migration and one-time set up fee; approx \$2700 annual maintenance fee. Barbara was not as impressed with the reporting features of Apollo

Atrium: \$5,945 – to purchase the system, migrate the data and one-day onsite training session. \$595 annual maintenance fee for the standard installation package; there are add-on features that will cost more.

Old Business

CIP Update

The CIP committee removed the library's estimated costs for the construction of a new library building from their 2010/2011 budget as requested by the Trustees. In FY 2011/2012, if we choose, we can have a dollar amount entered into the account.

Exterior Sign Repair

The Friends group agreed to pay \$400 toward the cost of repairing the sign. However, because the ground is now frozen, the work may be delayed or additional cost is needed to cover equipment to dig the post holes. The Library Director is waiting for a reply from the highway department to see if they can help.

2011 Holiday Schedule

The Director submitted a proposed 2011 schedule along with the Town's 2011 Holiday schedule for comparison. The Town offers 2 floater holidays for their staff, the Library traditionally only offers 1 floater holiday.

Trustee Pajak motioned the Library Trustees add an additional floater holiday to the 2011 Holiday Schedule. Trustee Owens seconded. Discussion ensued. Trustee Stafford called the vote. 4 votes in favor; 1 vote opposed. Motion carried.

New Business

Basement Ceiling Clean-Up

The Director presented 2 bids for cleaning up mice droppings in the dropped ceiling area in the basement. Trustee Pajak motioned to approve the amount of \$623.50 for the cleaning process. Trustee Clifton seconded and the motion carried.

E-Rate

The Library Director contacted the SAU#55 for the total number of Sandown students in the District (1095 students) and the total number who participate in the free or reduced lunch program (182 students) or 17%. According to the Discount Matrix on the Universal Service Administrative Company (USAC) site, the discount they could be eligible for is 50%.

The Library Director is waiting for a response from an E-rate consultant recommended by the NH State Library who may be able to assist the Library with the complicated application process.

Interior Design Discussion

The Director requested approval to purchase new shelving in the library. Trustee True motioned to approve the expense of \$761.66 for the purchase of new shelving. Trustee Clifton seconded and the motion carried.

The Library Director also received information from Tucker Library Interiors about their services regarding interior design. Discussion ensued. No official plans are in the works for any interior design work. This discussion was for informational purposes only.

Other

Closed Session

Roll call: Louise Pajak, Carol Stafford, Tina Owens, Diana True, Steve Clifton.

Roll call: Louise Pajak, Carol Stafford, Tina Owens, Diana True; Library Director Lachance was invited to attend.

Trustee Pajak motioned to seal the minutes of the closed session but share pertinent information with the Library Director. Trustee True seconded and the motion carried with a unanimous vote.

Next Business Meeting

Date and Time of next business meeting {Thursday, January 20, 2010 @ 6:45 pm}

Trustee True motioned to adjourn at 9:47pm, Trustee Pajak seconded and the motion carried with a unanimous vote.

Respectfully submitted

Tina M. Owens