



Sandown Public Library Trustees Meeting
Minutes for January 23, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting was called to order at 6:55 pm

Attendance

Trustees: Carol Stafford, Diana True, Louise Pajak, Pete Stock

Director: Kirsten Lundquist Corbett

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: absent

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The full 2013 Fiscal Year budget was presented to the Trustees. Discussion ensued. The Trustees requested the Bookkeeper note in the final budget and in the Treasurer's Report the total amount returned to the Town.

Acceptance of unanticipated funds

The Director reported there were no unanticipated funds to accept.

Default Budget

The Trustees reviewed the details to account for in our default budget report to the town. Discussion and reviews of all contractual obligations ensued. The Board agreed the Bookkeeper needs to account for the following contracts: AdelXT, Automation Plus, the copier, Piper Mountain, XtrendAnalytics.com, Wowbrary, East Coast Security.

FY2014 Draft Budget - Plan

- What are our arguments? Write script? Trustee
- Town Deliberative Session is scheduled for February 1st, 8 a.m.

Approval of Minutes

December 19, 2013 minutes were reviewed. Trustee Pajak motioned to accept the minutes as corrected. Trustee Stafford seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Programs & Announcements

The Director reported that, at the end of 2014, no new vehicles will be made with CD players. This will impact our customers' ability to listen to recorded books on CDs. However, Director Corbett reported on a new technology to address this issue called Playaways which are pre-loaded audiobook devices as an alternative. The Director is exploring the costs and will report back on what she learns.

Old Business

- FY 13 Budget - End of year spending
 - Tablet computers for in-library use (Tumblebooks cannot run on iPads, so Windows compatible) & Tablet computer for magazine circulation – two (2) Surface Tablets ordered on 12/23 (\$549.99 each), as well as two (2) 3-year protection plans (\$199.99 each), with Elsse Premium Folio cases with stands for device protection (\$24.98), VanGoddy cases for circulation (\$69.90), and two (2) Incipio self-healing screen protectors (\$40.44). They are here & being configured to work with our system.
 - Shelving (move low shelf in DVD section to Children’s Room, get tall shelf for DVD section ~\$758 – Tucker contacted on 12/23, shelving ordered, installation will happen when our turn comes up, quote submitted to Bookkeeper 12/30, check cut & signed.
 - Wowbrary: \$500 –contract signed on 12/23, started on January 8th, invoiced and paid.
 - 10 Canobie Lake passes purchased on 12/20 for Summer Reading Program (SRP) prizes (\$260 + \$2.50 transaction fee). Water Country passes needed specific names & required ID with use, so not purchased.
 - Disc cleaner ordered and received from RTI. Check cut for payment. Library Page Robinson set up, and has put to use.
 - XtrendAnalytics’ wireless walk-in people counter invoiced and installed by AdelXT.
 - Replacement of public toilet –4 quotes obtained, Daigle Plumbing chosen (\$440 quote), installation scheduled for Friday, 1/24, fund encumbrance requested from town. *Update: rescheduled for Friday, 2/7.
- Two (2) Kindle Paperwhites purchased (\$139 each), with Otter Box cases for device protection (\$59.99 each), VanGoddy cases for circulation (\$24.95 each), power adaptors (\$19.99 each), and 2-year protection plans (\$29.99 each). Content for Teen Book Award Kindle purchased (328 titles). Bookkeeper cut check based on receipts, Assistant Director Hassard is reconciling invoice with 320 individual receipts (each title is a separate purchase –no way around it), and Director Corbett will mail check as soon as all charges are reconciled.
- AED
 - Staff training was on Friday, 1/10 @ 3:30, followed by annual staff meal that evening. Both Library Pages were able to attend, so the timing seemed to be good.
 - Director Corbett registered the device, and put it in box, asking Youth Services Director to monitor the battery life weekly (and keep a log), on Saturdays.
 - CPR training is necessary in addition to the AED training, and will be scheduled for the February staff meeting.
- East Coast Security
 - Fire Pulls – installation was on Friday 12/20. Trustee Stock met them at library (and stayed with them all day!). In the process, the Children’s Room alarm was programmed incorrectly, resulting in the alarm going off in the middle of the business day (well after the alarm system was disabled in the morning). This happened on both Saturday, 12/21 and Monday, 12/23. Trustee Stock arranged for East Coast Security to send someone to fix it, which they did. Also noted were the broken ceiling tiles leading to the attic space. East Coast Security has agreed to pay for the damages, so Director Corbett will submit a copy of the bill to them, once they are fixed.
- Youth Services Director (YSD)
 - Status on lack of morning Story Hour: Director Corbett will ask YSD to pick a morning and try it out for a few months at meeting scheduled for next week.
- Outside Lighting – Director Corbett spoke with Custodian Ron DuLong; He is working on light outside door in Children’s Room (waiting on electrician). Still waiting to hear status.
- New Director
 - Reception –Scheduled for Saturday, 1/25, 1-3 p.m.
 - All signatories on Bank accounts have signed (again!); Director Corbett is officially a signatory, and awaiting replacement debit card, now that the mix-up has been resolved.

- Attended first SNHLC meeting with Directors of Atkinson and Plaistow libraries at the Kimball Library in Atkinson on January 16. Next meeting scheduled for Thursday, February 20 in Sandown.

New Business

- Time to choose potential dates and location for annual SNHLC meeting in May. Plaistow hosted last time – host in Sandown or let Atkinson host? The Trustees agreed to host the May 2014 annual meeting. The Trustee's suggested either Thursday May 15th or May 22nd.
- Potential for shared museum passes with other SNHLC libraries? Cab, Diane, and I discussed the possibility of passes not reserved after 10 a.m. being available for anyone in Co-op to check out. The Trustees agreed to this practice.
- Holiday Calendar –potential floating holiday for Independence Day. Independence Day falls on a Friday this year when the library is already closed. Discussion ensued. Trustee Pajak motioned to create a floating holiday practice for the 2014 Holiday Schedule to allow PTO eligible staff members to take another holiday. Trustee Stafford seconded and the motion carried.
- Trustee True reported to the Trustee's that she is up for reelection this year; she plans to run again.
ENTER CLOSED SESSION
END CLOSED SESSION
Trustee Stock motioned to seal the minutes of the Closed Session. Trustee Pajak second. Motion carried unanimously.

Next Friends Meeting

Monday, January 27 @ 6:30

- Ask them for support at the Deliberative Session.
- Ask them about shared Museum Passes with other libraries in SNHLC (result of discussion at meeting).

Discussion and planning ensued around the Director Reception scheduled for Saturday, January 25, 2013

Next Business Meeting

Deliberative Session (Town Budget): {February 1, 2014}

Date and Time of next business meeting {February 20, 2014 @ 6:45 pm}

Trustee True motioned to adjourn at 9:17pm, Trustee Stafford seconded and the motion carried.

Respectfully submitted,

Tina M. Owens. Secretary