



*Sandown Public Library Trustees Meeting*  
**March 19, 2015 at 6:45 PM @ Sandown Public Library Minutes**

**Call to Order**

The meeting was called to order at 6:51pm

**Attendance**

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

**Pledge of Allegiance**

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

**Approval of Minutes**

February 19, 2015 minutes

The Minutes were reviewed and corrected. Trustee Stock motioned to approve the minutes as corrected. Trustee Stafford seconded and the motion carried four in favor (Trustees Stock, True, Stafford and Owens; Trustee Skora abstained.)

**News & Views of the Director**

Circulation and Visits

Visits were down in February but considering the number of days closed due to inclement weather and people not venturing out even when we were open, the numbers are actually quite good.

Circulation was up, which again, is excellent news considering the number of days closed due to bad weather and overall inclement weather.

Programs & Announcements

The Director's report is attached to these minutes. Discussion ensued.

Trustee Owens motioned to approve the Director spend no more than \$1500 for the purchase of the Launchpad program. Trustee Stock seconded and the motion carried unanimously.

**Old Business**

- Fines Expenditure
  - Furniture
    - Waiting on the installation of the tablet OPACs in order to free up the room to put in new furniture.
  - Tablets for Children's Room
    - Two iPad Airs ordered and delivered. \$499 each, with 3-year tablet protection plan: \$219.44
    - Two protective screens for the iPads ordered and delivered. \$8.95
    - Power Dock Charger ordered and delivered. \$59.95
  - VHS-to-DVD Replacements –replaced the last of the ones available for purchase
  - Movie System

- New Projector ordered. \$597.95, with 3-year home A/V protection plan: \$37.82
- Ceiling Mount ordered. \$39.95
- Sound System
  - Receiver (~\$300-\$1200)
  - Speakers (~\$1000)
- Automated Ceiling Mounted Screen (~\$150-\$1000)
- \*New development –the VCR/DVD player malfunctioned during the movie over the weekend, so will be replacing that, too.
  - Blu-Ray player ordered (CR Best Buy). \$79, with 2-year home A/V protection: \$5.79
- OPAC Wall Mounts
  - 2 Surface tablet mounts ordered and delivered. \$395.82
  - 2 Surface keyboards ordered and delivered. \$70.70 each
- Snap Circuit Kits
  - YSD Bryant is contacting other libraries in the state that she knows have purchased these, to make sure she doesn't buy something they've tried that didn't work. She will purchase two kits.
- Research Databases
  - NewsBank
    - Asked for public trial. Will not start until TTT issue is ironed out.
  - A to Z
    - [www.atozdatabases.com](http://www.atozdatabases.com)
    - PPL is currently paying ~\$1300 per year. For all three SNHLC libraries to go in would be ~\$2500 total, so more like \$800 per library. If just PPL & SPL, ~\$1000 per library.
    - Reverse (criss-cross) telephone look up
    - Residential & business directory
    - Creates mailing lists
    - Criminal search (before paying for the background check)
- Lighting
  - The parking lot light still cycles on and off, though only when it's meant to be on, so the timer works! Town Custodian Ron DuLong informed Director Corbett that he is waiting on Electrician Tom Tombarello's schedule to come back to change the ballast.
  - Director Corbett informed Custodian DuLong that the light at the bulkhead door is not working at all. He said he'd take a look at it.
  - Custodian DuLong noticed that the flag light is not working either. He is waiting for snow levels to go down so that he may access it.

## **New Business**

### Trustees Positions

Trustee Stock motioned to approve the following appointments:

Diana True, Chair

Tina Owens, Vice-Chair

Peter Stock, Treasurer

Adrienne Skora, Secretary

Carol Stafford, Member at Large

Trustee True seconded the motion and the motion carried unanimously.

- Right-to-Know Law – discussion ensued regarding not using personal email for conducting library business.

TITLE VI  
PUBLIC OFFICERS AND EMPLOYEES  
CHAPTER 91-A  
ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

**Section 91-A:4**

**91-A:4 Minutes and Records Available for Public Inspection. –**

I. Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5. In this section, "to copy" means the reproduction of original records by whatever method, including but not limited to photography, photostatic copy, printing, or electronic or tape recording.

I-a. Records of any payment made to an employee of any public body or agency listed in RSA 91-A:1-a, VI(a)-(d), or to the employee's agent or designee, upon the resignation, discharge, or retirement of the employee, paid in addition to regular salary and accrued vacation, sick, or other leave, shall immediately be made available without alteration for public inspection. All records of payments shall be available for public inspection notwithstanding that the matter may have been considered or acted upon in nonpublic session pursuant to RSA 91-A:3.

II. After the completion of a meeting of a public body, every citizen, during the regular or business hours of such public body, and on the regular business premises of such public body, has the right to inspect all notes, materials, tapes, or other sources used for compiling the minutes of such meetings, and to make memoranda or abstracts or to copy such notes, materials, tapes, or sources inspected, except as otherwise prohibited by statute or RSA 91-A:5.

III. Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the governmental records pertaining to such public body or agency shall be kept in an office of the political subdivision in which such public body or agency is located or, in the case of a state agency, in an office designated by the secretary of state.

III-a. Governmental records created or maintained in electronic form shall be kept and maintained for the same retention or archival periods as their paper counterparts. Governmental records in electronic form kept and maintained beyond the applicable retention or archival period shall remain accessible and available in accordance with RSA 91-A:4, III. Methods that may be used to keep and maintain governmental records in electronic form may include, but are not limited to, copying to microfilm or paper or to durable electronic media using standard or common file formats.

III-b. A governmental record in electronic form shall no longer be subject to disclosure pursuant to this section after it has been initially and legally deleted. For purposes of this paragraph, a record in electronic form shall be considered to have been deleted only if it is no longer readily accessible to the public body or agency itself. The mere transfer of an electronic record to a readily accessible "deleted items" folder or similar location on a computer shall not constitute deletion of the record.

IV. Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. If a public body or agency is unable to make a governmental record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of

governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

V. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

VI. Every agreement to settle a lawsuit against a governmental unit, threatened lawsuit, or other claim, entered into by any political subdivision or its insurer, shall be kept on file at the municipal clerk's office and made available for public inspection for a period of no less than 10 years from the date of settlement.

VII. Nothing in this chapter shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.

**Source.** 1967, 251:1. 1983, 279:2. 1986, 83:5. 1997, 90:2. 2001, 223:2. 2004, 246:2. 2008, 303:4. 2009, 299:1, eff. Sept. 29, 2009.

**Electronic Government Records may include**, but are not limited to:

- a. Documents stored in a computer;
- b. **E-mail**;
- c. Voice mail;
- d. PDF documents;
- e. Instant messages; and
- f. Electronic photos (digital). (<https://www.nhbar.org/publications/display-journal-issue.asp?id=381>)

- Date for SNHLC Annual Meeting: Monday 5/4 or 5/11

The Trustees requested Monday May 4<sup>th</sup> for the annual meeting.

- Library Needs Assessment

A resident in town approached the library wanting to understand if we have a current needs assessment. This resident owns land in town and is exploring options for use of his land. He is not clear on which direction he wants to take and as part of his exploration he would like to see the library develop a needs assessment. Discussion ensued.

- Policy - Tabled until April 2015 business meeting

Trustee Stock motioned to adjourn the meeting at 9:37pm. Trustee Stafford seconded and the motion carried unanimously.

### **Next Friends Meeting**

- Monday, March 23, 2015 @ 6 p.m.

### **Next Business Meetings**

- Thursday, April 16, 2015 @ 6:45 p.m.

Respectively submitted by Tina Owens, Secretary

Library Director's Report  
March 19, 2015

Following my latest laptop malfunction on the evening of our last meeting, Steve Jussif came in to look at it. After over an hour on the phone with Dell, they agreed to take a look at it. They sent a box for the laptop, and I sent it to them on Monday, March 2<sup>nd</sup>. In the meantime, we've got the Bookkeeper's laptop configured for me to use when she's not here using it. It has been having the same issues with the keyboard for me. When Bookkeeper Patti Sarcione came in and needed it, I switched to the second staff laptop. It had the same problems. Steve is going to try assigning me a new profile to see if that is the problem.

Plaistow Public Library Director Cab Vinton asked Kimball Library Director Diane Heer and me if we were interested in splitting our Book Page subscription, since his library inevitably throws out a lot of them when the new issue comes in. Diane declined, as Kimball usually runs out, but we don't go through all of our either. Our subscriptions are not in sync, so I figured out the prorated cost for PPL to split the SPL subscription until our subscription is up this fall, and we'll just split it down the middle.

Our second phone line was constantly showing as in use for a week. In addition, when I set up the conference phone, I discovered that the phone jack in my office, next to my desk, did not work (I brought in a phone from home to test it!). I called Granite State Communications, and discovered that if they sent out a service worker, we would be billed \$110 for the first hour, and then on from there, but they have a service plan that costs \$2 per line per month, with a one-year commitment, which would mean that the service is free. For the \$72 for the year plan, it was worth it to sign up. At that point, I discovered that the authorized parties hadn't been updated since the Diane Heer was Director. Luckily, Cathy was on the list of authorized parties, and was able to authorize both the plan and the service call. As requested by Judy at GSC, she also faxed in a form on SPL letterhead, notifying them of the current authorized parties. Since the previous list was comprised of the Director, Assistant Director, and all five Library Trustees, that's what we told them, listing Incoming Trustee Adrienne Skora, as she will be current in a few weeks, and there was no point in listing Outgoing Trustee Louise Pajak at this point. The servicemen came right out, and fixed the jack in my office, and then discovered that the reason our second phone line wasn't working was that the line had been ripped out of the box on the pole at one point when the streets were plowed. I informed Town Administrator Blaisdell.

I delivered the 2014 Quickbooks files to Finance Director Eastman for the auditors. They asked me for the following, which I delivered on March 3<sup>rd</sup>:

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Check #</b>
1/16/2014	Cathy Hassard	60.82	3527
3/13/2014	ADEL-XT Computer Company	1,462.50	3604
5/8/2014	East Coast Security Services	73.50	3672
12/31/2014	Bywater Solutions	2,300.00	3940

Then they asked for a copy of the cleared check for #3527, cut in January, 2014 payable to Cathy, which I delivered on March 5<sup>th</sup>.

Custodian DuLong and Electrician Tombarello have not come back to look at the ballast/light. It still cycles on and off on its own. I spoke with Ron on March 3<sup>rd</sup>. He said he was waiting on Tom's schedule for them to come back. He also mentioned that he'd noticed that the flag light wasn't working, but he was waiting for the snow to melt down to a manageable level so he could get in there. I also reminded him about the light outside the bulkhead door.

We had a staff meeting on Friday, March 6<sup>th</sup>.

I. Thoughts to discuss:

- a. If you could change one thing about the library what would it be?
  - i. As a staff member?

1. Write fines amount on slip at checkout.
    - ii. As a library patron?
  - b. What is the top complaint you receive from patrons about any aspect of the library?
    - i. No quiet spots
    - ii. Closed on Fridays
    - iii. Koha holds get mixed up
    - iv. Lack of handicapped accessibility
    - v. No space
  - c. What is your top complaint about any aspect of the library?
    - i. No sink/running water downstairs
    - ii. Unusable sink in back room
    - iii. Front desk set-up
    - iv. Cake pan set-up
    - v. No vacuum downstairs
- II. New Hampshire Downloadable Books
- a. The NHDB Consortium voted to use existing funds to begin a pilot program for downloadable magazines. This has been put on hold until after the following issues are resolved:
  - b. WMA Audiobooks: Back in October, the vendor notified us that they would stop selling WMA audiobooks and on March 2, they would discontinue the WMA format. At this time we have nearly 1500 titles (and many more copies) that are available strictly in WMA format within the NHDB collection. When asked about this, our rep stated that an email will be sent out next week.
  - c. Kindle Book Format: Back in mid-January our eBook selectors started noticing that bestsellers were not being released with Kindle Book compatibility. We started contacting our rep at that time and have been told that the formats appear at OverDrive separately and it just takes time to add the formats. Unfortunately, we have not seen the Kindle Book format added to most new titles (published after December 1, 2014). We are able to purchase duplicate copies/backtitles with existing Kindle Book compatibility. In a [review of the eBook purchases](#) since December 1<sup>st</sup>, we see that only 15 titles were purchased with Kindle Book compatibility. Here is a [new article](#) about the topic.
  - d. Update on downloadable magazines: After a number of emails and a phone conversation, the vendor agreed to waive the entire reduced platform fee (\$5,000) for this first year.
- III. Friends Meeting Monday, March 30<sup>th</sup>.
- a. SRP t-shirts
  - b. Museum Passes
  - c. Larry Cultrera program
  - d. Vacuum
- IV. Vacation/Time Off Requests –
- a. If you know your vacation plans, put in for the time.
  - b. Time off requests are dated and honored in the order in which they are received.
- V. Staff Evaluations coming up.
- a. Questions Kirsten will ask everyone:
    - i. What is one task / part of your job that you would be happy to give up?
    - ii. What is one task that is not part of your job that you would love to do / be involved in?
    - iii. Do your hours work for you –any changes you'd like to see?

Next Meeting: Friday, May 1<sup>st</sup> 10:00 a.m.

Youth Services Director Jen Bryant and Early Childhood Literacy Teacher Tricia Thomas attended the CHILIS Spring Conference on Thursday, March 5<sup>th</sup> at SNHU. The conference dealt mostly with Summer Reading, and had the Kids, Book, & Arts Showcase. Jen's conference report is attached.

I attended the Merri Hill Rock meeting in Manchester on Wednesday, March 11<sup>th</sup>. Brianna Sullivan, from the Plaistow Public Library did a presentation on Medline Plus.

- Government site –more trustworthy and easy-to-use than WebMD
- The Auburn Library is nearly finished with their reorganization of the Children's collection.

Next meeting: April 8<sup>th</sup> in Hooksett. It will be the annual READS Round Table Discussion. This year's topic is "The Community Driven Library: Understand the Community You Serve."

The printer/scanner/fax machine in the back room broke last week. It was jammed when a patron asked us to print on "photo" paper. It was not photo paper, but thin and glossy. After clearing a couple of jams, it stopped clearing. Even when we got the message to go away, the next time we printed, it would jam. I asked Steve Jussif to come look at it, and he believes that the weird paper melted onto the roller, which is why the jam can't be cleared. The cost to have the copier serviced was a minimum of \$220. I have ordered a replacement. Once it arrives, Steve will set it up, as well as setting up my laptop, which I've received back from Dell.

Keith Pike, of TD Bank, came to meet with Patti, Trustee Pete Stock, and me on Thursday, March 12<sup>th</sup> to discuss our banking options. After doing some research, he determined that Business Direct, the program that we use, is the best product for us to be in at this time. We are grandfathered in. He was also going to meet with Finance Director Eastman that day, and planned to discuss credit card options. He said he would tell her that we were interested in participating in that program, if she decided to go with it, as we should not be using a debit card for the library.

Library Custodian Paula Bonin informed us that the vacuum part of the central vacuum system has broken. Given its age, and efficacy, she is going to get quotes for replacement and installation.

I attended the Flume Award selection meeting at the Merrimack Public Library on Tuesday, March 17<sup>th</sup>. We narrowed down the nominations to the final list of ten titles. I will present them with Lisa Houde, of the Rye PL, at the YALS Spring Conference (in Plaistow) and at the NH School Library Media Association Conference (in Manchester) in May.

Jen represented the library at the Health Fair at Timberlane High School on Wednesday, March 18<sup>th</sup>. She, Diane, and Cab greeted and spoke to anyone who stopped at the SNHLC table. She gave out candy, entered our patrons in a raffle for a \$25 gift card to Amazon, and was ready to open library cards. Kim Cook won the raffle. Jen does not feel that this is an effective use of time, as most of the people who stopped at the table were Atkinson residents, and only existing library card holders bothered to stop, and there weren't any teens. When I spoke to Cab and Diane, both of whom represented their libraries, they had a different take. Cab thought that it was worth going if only to see the other "vendors" for potential programs. Diane did talk to lots of folks, mostly teachers. She and Cab did say that there were plenty of teens, and since they had to prove that they participated, they had to approach vendors to get their cards signed off on.

I met with our Playaway representative, Donna DeStefano, on Wednesday, March 18<sup>th</sup>. She showed me a new product: Launchpad. These are preloaded tablets for children with 10-15 pre-approved, ad-free apps each, in different subject areas, such as Language Arts, Math, and Science. Details are attached. I am playing phone-tag with the SOP on-boarding rep at Playaway to get us started with our SOP. We will receive six free titles with our first delivery, and I've asked Jen to select six children's titles to get that collection off to a solid start. After the first order, our monthly delivery will consist of two adult titles, two teen titles, and two children's titles, unless I specify otherwise.

I attended the SNHLC meeting in Plaistow on Thursday, March 19<sup>th</sup>.

- We looked at the Overdrive integration on Koha, and Cab thinks he can play with the code to make it more clear what those search results mean.

- There is another Koha upgrade in the works. Koha is calling it their biggest yet. It sounds like mostly back-end differences, especially with cataloging.
- The SNHLC annual meeting will be in Atkinson in May. Diane proposed two dates: Monday, May 4<sup>th</sup> and Monday, May 11<sup>th</sup>.

The staff have their evaluations, and are formulating their responses before we meet to discuss them.

I had intended to attend the Labor Law seminar again this year, but all sessions except for the one in Berlin are full.

I will attend the NHLTA Conference in May.