



Sandown Public Library Trustees Meeting
March 20, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting was called to order at 6:45 pm

Attendance

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

Director: Kirsten Corbett

Selectmen's Liaison: absent

Patricia Sarcione, Bookkeeper

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Discussion ensued. Trustee True reminded the Director the quarterly installment request is due to the Town. Director Corbett concurred.

Acceptance of unanticipated funds

There were no donations or unanticipated funds to accept.

Approval of Minutes

February 20, 2014 minutes

Trustee Pajak motioned to approve the minutes as corrected. Trustee Stock seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

The month of February posted record breaking visits at 3,709. The circulation numbers were down slightly from January 2014. Trustee Stock presented a graph of both visits and circulation numbers since 2007. The trend of visits is increasing. Since the beginning of the Southern NH Library Cooperative and increasing the loan period for items from 2 weeks to 3 weeks, circulation looks to be on a downward trend.

Trustee Pajak raised the issue of using these statistics to understand the direction and mission of the Library going forward. Discussion ensued.

Programs & Announcements

The Director was pleased to report February programming was abundant but several programs had to be cancelled due to weather. Ideas were shared and discussed about doing a better job with promotion and marketing of programs and events. Trustee True requested the Director also speak with the Town Cable Committee about using the Community Channel 17 to promote our programs.

The Director submitted a separate report of additional announcements for the Trustees to review and discuss.

Old Business

- FY2014 Budget
 - The Default Budget passed –good for us! It's \$10,071 higher than our proposed budget, and Assistant Director Hassard's health benefit remains on the books. For next year, we need to plan on addressing that benefit and on beginning our campaign for a building project. Director Corbett will be attending a session on Library Building Projects at NHLA in April, and also visiting the new Bethlehem Public Library while in the area, and talking to the Library Director there about the process.
- CPR Training
 - CPR training is necessary in addition to the AED training, and was meant to be scheduled for the February staff meeting. Director Corbett spoke to Brian Chevalier, the SFD CPR Trainer. He is willing to do a three-hour CPR/AED/Emergency training session for the staff, but it will cost \$25 per person. Director Corbett told him she would speak to the Trustees about the fee and contact him after the meeting to let him know if we could go ahead. Trustee True asked how many people will need to be trained. The Director confirmed nine (9) are to be trained. The Director will confirm if we can train the pages as well.
 - The Trustees agreed the Director should move forward and schedule the CPR training. The Library will cover the costs of the training for that specific date. If a staff member cannot make the scheduled training on that day, then the staff member will be given 30 days to complete training and pay for it themselves. Other places the Director researched for CPR training include:
 - Elliot Hospital does not offer a CPR training course until July. Cost is \$38 per person.
 - Exeter Hospital and CMC are not offering CPR training at this time.
 - Red Cross classes are available, starting at \$70.
 - Dartmouth-Hitchcock is only offering CPR training at the Lebanon location.
 - Director Corbett polled the NHAIS list. These were the responses:
 - Hanover: Our Fire Department was charging us \$75 per person. I negotiated with our Town Manager that we would pay half and she would pay half since I think that it's imperative that anyone working in the public library (usually the most heavily-trafficked public building in town) have this training. Then, the fire department never charged us! Good luck and good for you, Kirsten.
 - New London: We paid an instructor \$350 for a class of ten attendees, duration two hours -- the certification is good for two years. Which reminds me that I need to redo again this year! So I'd say the \$25 per person is reasonable.
 - Lee: Our town paid for all town employees to get CPR training. It might be worth pitching the idea. Good luck!
 - Orford is doing a CPR program in April. It costs \$30 per person from our local ambulance service. However, we were able to get a grant for the first 10 Orford residents to do it for free. The grant fund is a local Orford entity.
 - Washington: I don't know of anyone that does it for free. The instructors have to pay for the books etc too. Good luck.
 - Atkinson: Hi Kristen, Our Fire Dept does it for free as long as they are town employees.
 - Weare: Our town EMTs did it for free. Meanwhile, back at the Red Cross... Check for public CPR classes.
 - Hampstead: Hello Kirsten, The Friends of the Library pay for our staff CPR training. I think \$25 pp is reasonable, perhaps your FOL would sponsor it.
 - Newington: My assistant Gail does CPR training in the Seacoast area if you're interested: <http://coastalcpr.com/> [\$45 pp up to four, +\$35 for ea. add'l person]
 - Dummer: Hi Kirsten, I work for an EMS company in Northern NH and \$25 is a fairly common price for CPR. You might be able to find someone who is willing to do it cheaper, but it's not likely. Other places you could check would be your local ambulance company (if they're separate from fire), your hospital, and the American Red Cross.
 - I guess we are lucky in Rindge and we (4) weren't charged anything and all but our custodian took the class. They consider it mandatory so I think that is why it's free.

- It's quite realistic. Because of the training, materials etc. it is not free. We did a training here in Conway and it was well worth it.
 - North Hampton: I would try checking around -- many will do it for free - only \$5.00 fee per person for the certification card (American Heart Association). To keep current as an instructor with American Heart Assoc. it is necessary to instruct several classes per year. Ours was done here free by a parish nurse from a local church. Check into that? Having an AED in the library is also a good idea.
 - Dunbarton: It's funny this should come up... My husband is a CPR instructor (among other things) and was just telling me how much the instructor's manual and DVD set costs. He's figuring that at \$10 a student, he could recoup the costs of the student book (\$6-7) and his costs (\$159) if he can teach several groups of 5-6 students. That doesn't include anything for his time, which is why many places charge \$25 or more.
- Youth Services Director
 - YSD Bryant had her first morning Story Hour on Tuesday, February 25th. There were 5 attendees at that first session! The additional story hour is listed on the program flyer, on Library Insight, and has been posted on Facebook.
- Outside Lighting – Director Corbett spoke with Ron DuLong; He is working on light outside door in Children's Room (waiting on electrician). The light is not working. Still waiting to hear status. On the plus side, the emergency exit by the Children's Room has been shoveled and plowed, so the egress is possible! Trustee True suggested to the Director that she propose to the Town Manager that the Library is willing to seek out an electrician, secure a quote to fix the problem and send the bill to the Town. The Trustees agreed on this additional tactic. This is the most vulnerable egress on the property.
- Potential for shared museum passes with other Southern New Hampshire Library Cooperative (SNHLC) libraries: Directors of the cooperative discussed the possibility of passes not reserved after 10 a.m. being available for anyone in Co-op to check out. The exceptions will be passes such as the Museum of Fine Arts and the Butterfly Museum, which do not have dated passes, but rather issue the library a set number of passes per year (far fewer than one per day), with an option to purchase more once they run out.
- New Hampshire Library Association Conference schedule has been released. It will take place on Wednesday and Thursday, April 23-24. Director Corbett will be presenting "Flume 2015: Tremendous Titles for Teens" on Wednesday, April 23rd at 9:30 a.m. Her conference registration is free for the day of the presentation, and \$50 for the second day. Director Corbett has approached the adult staff about attending at the February Staff Meeting. Youth Services Director Bryant will attend on Thursday, April 24th. Conference costs: One day attendance \$75.00. The conference calendar has been updated. Any SPL staff member who attends the conference will be required to submit reports on the sessions she attends, for review by both the Library Trustees and fellow staff members.
- The READS Spring Round Table theme is "Cultivating Tech-Savvy Library Staff". The Merri-Hill-Rock Co-op session will be held on Thursday, March 27. As a MHR member library, our staff may attend for free. Assistant Director Hassard and Library Technician II Kehoe will be attending, with our new Kindles and Surface tablets in hand.
- Kindle Borrowing Agreement:
 - The new borrowing agreement has been added to the policy manual and posted within the Kindle cases.
 - Director's old computer
 - AdelXT has completed migration from the old Bookkeeper's laptop to the old Director's laptop. Director Corbett and Bookkeeper Sarcione installed Quickbooks on the new laptop.
 - Director Corbett will follow up with AdelXT to find out where Bookkeeper Sarcione's documents are now housed, as she can't locate them.

- Director Corbett will also ask AdelXT to install Adobe Reader, as there is a report which normally gets submitted to the town, which is in pdf format and it could not be opened. Neither Director Corbett nor Bookkeeper Sarcione were able to successfully install Adobe Reader, and Director Corbett's installation of Foxit Reader did not allow the document to be opened.
- Future of Audiobooks –Playaways.
 - Get Started With:
 - 30% off your opening collection—our best discount yet!**
Use promo code *KICKSTART**
 - No Risk guarantee for 6 months**
Money back guarantee
One-Year Limited Warranty
 - Free Marketing Kit** (\$50 value)
 - *Offer exclusive to new Playaway customers only. 30% discount only valid on opening orders that achieve a minimum spend of \$3,500. To redeem online, enter the code KICKSTART at checkout. Promotion valid for a limited time.
- Take advantage of default budget & spend the \$3500 to obtain 30% discount? Start building the collection, but at a much more modest starting point –never mind the discount?
- The Trustees raised a number of questions on the process including the status of existing CD formatted books. The Director confirmed that, after 2014, no new cars will be equipped with a CD player. As a result, the Playaways will benefit new car owners as well as owners with older cars and CD players that are broken.
- Trustee Stock motioned to authorize the Director to purchase the Playaways collection at a cost not to exceed \$3600 leveraging the 30% discount for opening orders. Trustee Pajak seconded and the motion carried unanimously.
- The Trustees agreed to consider adding a budget line for Playaways for the FY 2015 budget planning.

New Business

- Youth Services Director Bryant attended the CHILIS Spring Conference. Please see her report.
- Roles: Trustee True was reelected! Are the current roles on the Board acceptable or in need of change?
 - Trustee True was elected Chair
 - Trustee Stock was elected Treasurer
 - Trustee Owens will continue as Secretary
- Tables and Chairs Downstairs
 - Trustee True raised the issue of old tables and uncomfortable chairs in our program room. Trustee True would like the Trustees to encourage the Director to explore the costs for new tables and chairs. Discussion ensued and everyone agreed to explore. Trustee Stafford also reminded the Trustees the chairs in the magazine reading area also need to be replaced in the not too distant future
- The Director asked the Trustees to confirm what criteria should be checked when conducting background checks for volunteers. The Trustees confirmed background checks are necessary for adults only. The Director also inquired about how to handle court-ordered community service? The Trustees advised the Director to notify Police Chief Gordon of the person ordered to complete the community service at the library and to confirm if he has any information on record about the community service order and if he has any reservations about the person.

CLOSED SESSION

Trustee Pajak motioned to enter closed session at 9:00pm, Trustee Stock seconded.

ROLL CALL: Trustees Diane True, Louise Pajak, Pete Stock, Carol Stafford and Tina Owens. The Trustees invited Director Corbett to attend. Motion carried unanimously.

Trustee Pajak motioned to seal the minutes of the closed session. Trustee Stock seconded and the motion carried.

Next Friends Meeting

Monday, March 24 @ 6:30

- Trustee Stafford agreed to attend.
- YSD Bryant has a proposal/request for them regarding Summer Reading. She would like to sell SRP t-shirts and totes.
- Museum Pass Sharing

Next Business Meeting

Date and Time of next business meeting {April 17, 2014 @ 6:45 pm}

Trustee Stock motioned to adjourn at 10:08pm. Trustee Pajak seconded and the motion carried unanimously.

Respectfully submitted,
Tina Owens, Secretary
Sandown Library Trustees