



Sandown Public Library Trustees Meeting
Minutes for April 16, 2015 at 6:45 PM @ Sandown Public Library

Call to Order

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

March 19, 2015 minutes

The Minutes were reviewed and corrected. Trustee Owens motioned to approve the minutes as corrected. Trustee Stock seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Circulation and visits were up.

Programs & Announcements

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

Director Corbett will write up an exhibit use agreement to be ratified at the May 21, 2015 meeting.

Old Business

- Fines Expenditure
 - Furniture
 - Loveseat ordered from Demco. Cost \$799.80 + \$207.46 shipping.
 - Estimates for re-upholstering the chairs in Periodicals:
 - Exeter Handkerchief Company:
 - Chairs -\$400 per chair
 - Wing Chairs -\$750 per chair
 - Taking deposits now for work in July
 - Usually folks put in deposit (can be over phone) before picking out fabric, to be put in queue.
 - B&B Upholstery (Hudson)
 - Chairs -\$80 labor per chair –fabric (~2 yds per chair) extra
 - Wing Chairs -\$300 labor per chair –fabric (~6 yds per chair) extra
 - Bowen's Furniture Enhancement/Dover Furniture Repair (A+ BBB)
 - Chairs -\$250 per chair
 - Wing Chairs -\$600 per chair
 - Replacement Chairs from Demco

- Chair with Arms - \$334.80 each
- Chair without Arms - \$325.50 each
- Queen Ann Wing Chair - \$492.90 each
- Upholstered Club Seat - \$474.30 each
- Tablets for Children's Room
 - Remaining two iPad Airs ordered & shipped. Cost \$599 each + Apple Care \$99 each.
 - iPads have more functionality and comparable security / child lock features to tablets made for children. Also, the brightly colored safety bumpers on the children's tablets would have to come off to be secured anyways.
 - Director Corbett and YSD Bryant discussed using the old OPAC stations and mounting the iPads for the big kids' part of the Children's Room onto them, moving the table elsewhere for other use.
 - Four security table mounts ordered. Cost \$135.72 each.
- Movie System
 - Contacted three local companies about installation.
 - Anywhere Audio & More (Auburn) –coming to do estimate Saturday 4/18
 - Audio-Video Integrated Systems (Groveland, MA) (recommended by Lane Memorial Library)
 - Starsound Music (Salem)
- OPAC Wall Mounts
 - 2 Surface tablet mounts installed on Saturday, April 4th by volunteer Gary Corbett and Director Corbett.
 - Director Corbett has been in contact with customer service regarding the station on the right, which will not stay upright.
 - Surfaces to be configured by Steve Jussif.
- Snap Circuit Kits
 - Ordered by YSD Bryant after consulting with Kathy Watson of the Kimball Library regarding best practices.
 - Due to safety concerns, as well as the possibility of short circuiting the whole kit, the kits will be used only for programming purposes, with supervision, for the time being.
- Research Databases
 - NewsBank
 - Director Corbett spoke with Jenna at NewsBank. Trial to begin May 1.
 - A to Z
 - Director Corbett spoke with Christine about offering a public trial at the same time as our public NewsBank trial, so we can advertise potential databases together. She was amenable. Director Corbett will let her know when the NewsBank trial is scheduled.
- Lighting –Director Corbett spoke with Town Custodian DuLong on Wednesday, April 15th.
 - Flag light bulb should be replaced on Thursday, April 16th.
 - Custodian DuLong will arrange with Electrician Tombarello to fix the parking lot light.
 - Director Corbett reminded Custodian DuLong about the light at the exit by the parking lot.
- Policy
- Library Needs Assessment

New Business

- Fines Expenditure
 - YSD Bryant and ECLT Thomas are pursuing replacement options for our picture book/cassette tape packs.
 - Discussion ensued. Trustees agreed.
- New Board Photo
- Central Vacuum

- Replacement
 - Custodian Bonin obtained an estimate from Seacoast Vacuum Cleaner Hospital, in Plaistow, for a “Modern Day Central Vacuum Model MDJ,” as she has worked with them before, and trusts them: \$649 + \$99 installation (\$748).
 - Director Corbett obtained a quote from Cleaner Vacuum Solutions, in Manchester, for the same model: \$569 + \$230 installation (\$799).
- Repair
 - Custodian Bonin discovered that replacing the motor is possible and cheaper. Replacement motor: \$80. To be installed by her husband.

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

Next Friends Meeting

- Monday, May 18, 2015 @ 6:30 p.m.

Next Business Meetings

- SNHLC Annual Meeting: Monday, May 4th 7:00 p.m.
- Thursday, May 21, 2015 @ 6:45 p.m.

Respectively submitted by Trustee Skora, Secretary

Library Director's Report
April 16, 2015

Network Administrator Steve Jussif came in and set up my laptop following its return from Dell.

I attended the Friends of the SPL meeting on Monday, March 23rd.

- The new Treasurer is Nina Bowes.
- When I ordered a name tag for Adrienne, I also ordered tags for Nina Bowes and Al Correia, who are active members who have joined since I originally ordered the name tags. Barbara Lachance did not receive a name tag. I did order one the first time around, and I located it in the Friends cabinet. I will give it to her at the next Friends meeting.
- As a spring fundraiser, the Friends plan on having a gift basket boulevard raffle. I volunteered to check the statistics to see if May or June is traditionally our busier month, so that the raffle is seen by more people. June is the busier month, and the raffle will not conflict with the Summer Reading Program, since that won't start until the end of June, at the earliest. The other thought, though, is that a May gift basket raffle, drawn before Mother's Day might be successful, too.
- Anna Wicks mentioned that the Kimball Library was doing a program on The Power of Food, but both the program and the waiting list were full, so she is unable to attend. She asked me if we would be interested in holding such a program. I passed along the suggestion to Program Coordinator Judy LaPorte.
- The Friends voted to purchase our New England Aquarium passes, as well as paying for \$425 of the total \$625 for the IMAJINE That passes.
- The Friends voted to purchase a canister vacuum for light-duty vacuuming tasks in between Custodian Paula Bonin's regular vacuuming. Paula had already priced out a Miele C-2 Jasper, and purchased it the day after the meeting for \$399.

Next meeting: May 18th.

I took part in an "onboarding" phone call to get us started with the Playaway SOP. As promised, for our first order, I selected twelve titles, but we will only be invoiced for six. We will receive six titles per month. Suggested titles are emailed to me monthly, and I can either accept those six, or choose titles to better suit our needs. For the first order, I kept three of their purchase suggestions for titles released in April, and chose nine others, after consulting with Youth Services Director Jen Bryant.

I informed our Playaway representative that we had decided to add the Launchpads, and have asked YSD Bryant to select them. YSD Bryant also entered the library to win \$3500 worth of Launchpads and signed up for a webinar to learn more about them. She is waiting until after the webinar to make her selections, hoping to gain more insight about what each tablet contains.

Finance Director Eastman informed me that replacing Town of Sandown debit cards with the more secure credit cards was approved by the Board of Selectmen. I have filled out and signed the necessary paperwork. The library's credit limit will be \$5000, due to the fact that we usually makes large purchases, such as the new laptops on the debit card.

From the minutes of the March 23, 2015 Board of Selectmen meeting, lines 40-65:

Cheryl Eastman, Finance Director

Discussion regarding town credit cards and debit cards

Cheryl Eastman, Finance Director was present for this discussion. Ms. Eastman came before the Board to discuss the memo she gave them regarding the Town's credit/debit cards and multiple bank accounts. Ms. Eastman went over the recommendations made by the auditors concerning the Town's use of their credit/debit cards. Ms. Eastman noted that the Town does use a debit card.

Ms. Eastman spoke to the Board about a Visa card that TD Bank is offering at no cost to the Town that would replace the Town's and library debit card. The purchase of the Visa card would address the

auditor's concerns relating to the debit card and bank accounts and give the Town more flexibility in paying for purchases.

Selectman Tombarello questioned the cash back option. Chairman Devine asked how many cards are currently used. Ms. Eastman stated three [Recreation, Cable and Selectmen]. There was discussion about only using one card. Ms. Eastman stated this is not a convenient way to handle this situation. Ms. Eastman explained how the Visa card could be set up for the individual users. Ms. Blaisdell noted that this card would be based on Town information not the individual user. MOTION: Selectman Tombarello moved to eliminate the Comdata credit card services and reinstitute the TD Bank Visa card program effective May 1, 2015. Selectwoman Bucu seconded. Ms. Eastman stated she has a contract for the Board to sign if they choose to go this route. Motion passed unanimously.

I completed and submitted the New Hampshire State Library Annual Report.

We received our quarterly disbursement from the town.

I received a request from the auditors for more information, which I provided:

- Payroll testing – rate agreements, timesheets, cancelled check images (if not direct deposit), and Board of Trustees approval for total payroll disbursement
 - Kirsten Corbett – 7/10/2014, \$1,922.90
 - Nichole Fales – 1/9/2014, \$49.02
- Debit card testing – invoice, documentation to show authorization to use debit card, approved journal entry for posting to the general ledger
 - 4/28/2014 - \$246.59, posted to office supplies expense account
 - 9/25/2014 – \$2,219.95, posted to technology expense account (“hardware replacement”)

I was also informed that one of the auditors would have follow-up questions for me regarding the information I submitted in the first round, but I have not heard anything further. I received the materials from the second request back, but heard nothing.

I spent two hours on the phone with Dell Support, while they ran diagnostics on my computer and asked me questions. They did not find anything, but sent me a replacement keyboard, as one of the keys on the keyboard they just replaced keeps popping off. They seem to think that the problems are software, not hardware-based. NA Jussif has asked to escalate the issue to a manager, and has asked for a replacement.

I attended the READS Roundtable Discussion in Hooksett on Wednesday, April 8th. The topic was: The Community Driven Library.

- Outreach
 - Homebound Delivery
 - Who delivers?
 - Friends/Volunteers
 - Staff
 - Work with Meals on Wheels to make book deliveries and pickups when bringing food
 - Liability
 - Some library coverage, secondary to driver's auto insurance, then deliverer's homeowners insurance
 - Welcome packets provided for Town Clerk to distribute to new residents
 - Flash mob at the farmers market
 - Books by mail
 - Large print and audiobooks –no postage for the visually impaired
 - Paperwork required from medical professional, in case of audit
 - Set it up with post office

- Story time at farmers market
- Pop up story times at busy places/events
 - Librarian brings blanket and a sign and just sits down and starts reading (after securing permission from venue)
 - Never not had a couple of kids sit down to listen
- Put donated books at the beach with a sticker “Compliments of Sandown Public Library”
- How to tap into the community. How do you know what the community wants? Surveys & polls? Who do you talk to? Where do you talk to them? Focus groups? (Friends of the Library, etc.)
 - Put a paper survey in the local paper and online
 - Bribe folks to fill out survey with a prize, e.g. Kindle
 - Set up a table at polling location
- How do you budget time and money for outreach? Is outreach a priority at your library? Do you have an outreach budget? Do you have an outreach plan? Is it part of your long-range plan?
 - In ask letter:
 - “We know that times are hard for small businesses, so we are only asking for \$25-\$50 donations”
 - Send us your logo. We will post you on our website as a donor/sponsor
 - Thank donors on Facebook
 - Announce sponsors at SRP kick-off and finale events
 - Send out flyers for donating businesses to post: “Proud supporter of the Sandown Public Library”
 - Have a publicity volunteer
 - Send Sandown CTV powerpoints with programming listed monthly/weekly
 - Partner with NH Employment Security
 - Do job search help/consulting
 - Job Match
 - Résumé crafting
 - Post display case pictures on Facebook and ask if anyone has a collection to share.
 - Keep signed agreement with collector on file. (example agreement attached)
- Do library staff members regularly attend Chamber of Commerce, Rotary, or other meetings? Which groups/meetings? Who attends? How is it prioritized at your library? What are the benefits/outcomes?
- Does the library collaborate with cultural/social organizations? Displays/exhibits? Events? Meetings?
- How do you describe a successful program? Attendance goal? Patron feedback? Do you have different criteria for different programs?
 - Attendance is balanced with engagement
 - Do an upcoming events slideshow before movies

Next meeting: May 13th.

I have ordered the loveseat, which will go where the OPACs (catalog computers) are now. The Surface OPACs are awaiting set-up by NA Jussif. Gary Corbett and I installed the security mounts. In the meantime, the tablets are available for general use by the public, being taken out and charged as needed.

Assistant Director Cathy Hassard and I worked on fixing the “New Materials” page of our website, fixing broken links and adding new formats: <http://sandownlibrary.us/sandown/newmaterials.asp>. Cathy is unsure why new movies are treated differently, and thinks it may have had something to do with Library Insight. I will find out. In the meantime, I’ve added links to the catalog for new movies.

I met with the Sandown Joint Loss Management Committee on Wednesday, April 15th. We discussed, among other things, investigating options with Eversource to upgrade lighting in all town buildings to LED. Custodian DuLong will resign from the committee upon his retirement in May. We are scheduled to meet again on Wednesday, May 6th.

I will attend the SNHLC meeting in Atkinson on Thursday, April 23rd.

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

We have a staff meeting scheduled for Friday, May 1st.

The SNHLC annual meeting will be in Atkinson on Monday, May 4th at 7 p.m.

I am scheduled to present the NH Flume Award finalists and winner at both the YALS Conference (May 7th at Plaistow Public Library) and NHSLMA Conference (May 14th at the Radisson in Manchester). I will attend both for free. YSD Bryant is registered to attend the YALS Conference.

I am registered to attend the NHLTA Conference on Monday, May 18th. The Friends meeting is scheduled for that evening.