



*Sandown Public Library
Trustees Meeting Minutes*

April 22, 2010

The April 22, 2010 Sandown Library Trustees business meeting was called to order at 6:48 pm.

ATTENDANCE

In attendance: Trustees: Diana True, Carol Stafford, Steve Clifton, Louise Pajak, Tina Owens (arrived late)

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

Selectmen's Liaison: Stephen Brown

The Board welcomed Selectmen Stephen Brown as the 2010 Selectmen's Liaison to the Library Trustees. The Trustees introduced the Library's Bookkeeper Patricia Sarcione.

Approval of Minutes

The March 25, 2010, minutes were reviewed. Trustee Pajak made a motion to accept the March 25, 2010, minutes with changes. Trustee True seconded. Vote = 4 in favor. Motion carried.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Trustees reviewed the report with the Director and the Bookkeeper. The Bookkeeper pointed out that the overall budget total increased to reflect the Town's decision to give the library the gross amount instead of the net amount.

The Trustees discussed the over-budget expenditure on heat. Heat costs are up over last year; both usage and price increased. The Library estimated oil cost would be 650 gallons @\$2.30/gal (Difeo suggested price) for the 2010 budget. However, the actual price per gallon was \$2.57 in January and \$2.47 in March. The library has used 642 gallons, which is 32 gallons more than in 2009, but still less than estimated. Difeo stated that the next fuel delivery is predicted to be late December or early January 2011. This prediction is based on the warmer temperatures experienced so far in 2010.

The Library Director will keep a closer eye on usage, check programmed heat thermostat, and check the tanks before next scheduled delivery.

DVDs

The Library Director presented an analysis of DVD acquisitions. Over the past four years, the library has spent an average of \$2778 on DVDs every year and acquired approximately 250 per year. Circulation of DVDs remains steady at 17% of overall circulation per year. Patron requests drive 90% of the titles purchased. The demand for new releases remains high. As an example, 10 patrons are on a waiting list for the movie, "The Blind Side."

The Director recommended the following plan for DVD acquisitions: Purchase 25 DVDs per month or total of 300 DVDs per year at an average cost of \$11.00/DVDs for a total of \$3300.

Trustee Clifton suggested we use Fine money to support the plan. Trustee Chair Stafford stated we should expend the budget proportionately to circulation usage. Trustee True reminded the Board that Fine money should be used to augment the budget not to replace. Discussion ensued and Trustee Clifton moved to authorize supplementing the DVD budget with Fine money not to exceed \$3600. Trustee Pajak seconded. Vote = 4 in favor.

Trustees suggested changing DVD circulation period to 2 days instead of a week especially for new releases.

Trustees agreed that the January AccuCut expenditure should be moved from Library Supplies to Equipment.

Acceptance of unanticipated funds

There were no unanticipated funds for this month.

Audit Questions: The Town Auditor had extra questions about library accounts. The Director and the Bookkeeper will work with the auditor to supply needed information.

Investment Opportunities

Director Lachance and the Trustees agreed after Director Lachance spoke with JoAnn Klatskin, Regional Director – NH Public Deposit Investment Pool – that the Library will stay with TD Bank for the interest bearing checking and savings accounts at 0.4% interest rate. The CD rate from the investment pool is only 0.2%.

Payroll and Benefits Management Program

Director Lachance reported LGC and Primex have confirmed we have the proper status for handling our own payroll. Discussion ensued regarding the final approval needed by the NH Retirement System (NHRS). Trustee Pajak motioned to allow the Library Director and Bookkeeper to pursue pre-tax status with the New Hampshire Retirement System. Trustee True seconded. Discussion ensued. Vote: In Favor - 4 (Pajak; Stafford, True, Owens); Opposed – 1; (Clifton).

Selectmen's Liaison

The Trustees and Director welcomed Selectman Steve Brown as the Library's new Liaison to the Board of Selectmen (BOS). Selectmen Brown reported he is liaison to 2 other departments that also meet on Thursday evenings. The Trustees and Selectman Brown agreed if he can visit one Trustee meeting per quarter that should be sufficient though he is welcome anytime. Phone calls and email communications between his visits regarding Town business and BOS decisions will be appreciated.

News & Views of the Director

Circulation and Visits:

Total visits up 6% over March 2009.

Total March 2010 circulation was the same as March 2009 circulation.

Programs & Announcements:

MARCH Event Recap: 28 events sponsored by the library with 182 people attending.

APRIL: National Library Week – Communities Thrive @ your library

- New Bookmarks: We are receiving positive feedback from patrons as we give out the new customized laminated bookmarks purchased by the Friends.
- Seventy entry forms for the Town-wide Word Hunt have been taken by residents. The contest ends April 29.
- The April Display Case features an exhibit of favorite Children's books and characters and highlights the book, Everything I Need to Know I Learned from a Children's Book.

Adult Programs:

- Seven people attended the Garden Club's discussion on the new Sandown Community garden that was held at the Library on Thursday, April 1 at 7:00 p.m.
- Nine people have signed up for the Paper-craft workshop, which will be held on Thursday, April 22 at 6:30p.m.

Children's Programs:

- Due to decreasing attendance at the Pre-School Story Hours session, the Coordinator is working on changes to the format, alternative methods and possible outreach. The Library Director requested Miss Judy research the population projections for this age group; call daycares for outreach possibilities; and speak

with other libraries for new or different ideas. The Library Director also asked at the April meeting of Merri-Hill-Rock co-op if other libraries were experiencing a downturn in Story Hour attendance. Plaistow Public Library stated their attendance numbers are down and attributed this to the implementation of kindergarten in the Timberlane Regional School District. Discussion ensued regarding having the Children's Librarian run an out-reach story hour program to the local day care facilities. Director Lachance will keep the Trustees informed of the ideas and plans for an out-reach program.

- Seventeen children attended the special "Bunnies" Story Hour with Miss Jennifer on April 3rd.
- Four children attended Favorite Children's Stories Story Hour on April 13 at 6:30 p.m.
- Twelve people attended the movie, "Alvin and the Chipmunks – The Squeaquel" on Saturday, April 10.

MAY: Fine Free Food Donation Month and National Photography Month

Adult/Family Programs – Nature Photo Walk on Saturday, May 8 with photographer Brad Deveau.

To target our senior citizens, an afternoon of refreshments and a slide presentation offered by Sandown resident Al Fields will be held on Tuesday, May 11 at 1:30 p.m. – The presentation: "Four Seasons in Rockingham County"

Friends of the Library – Annual Plants, Books and Bake Sale will be held on Saturday, May 22.

Children – Pre-school Story Hour six-week session begins the first week of May. A special Mother's Day weekend Story Hour is scheduled for Saturday, May 8.

JUNE: Chef Oonagh Williams will present a gluten-free cooking program on June 22 at 6 p.m.

Summer Reading Program plans are underway. Youth Services Director Jennifer Bryant has contracted with a magician to do a program in July.

QUESTION: Should the Library have new criminal background checks done on library volunteers that were done last year? Discussion ensued. A decision was made to investigate and seek advice from the LGC on this practice. Director Lachance offered to compose a policy and procedure for running criminal background checks.

Collection Development:

The Youth Services Director continues the Weeding project in the J Fiction area.

A Student Volunteer is working with the Library Director on a special project to research the value of some older books withdrawn from the Juvenile non-fiction area. So far, the majority of the book values range from \$1 - \$30.00. However, there are a few with higher values that will be kept for further consideration.

Friends of the Library News

The Friends Treasurer and the Library Director began the process of establishing the Friends group as a 501 (c)(3) tax exempt charity with the IRS.

Facebook Page: The Sandown Public Library now has its own page on Facebook as a means to reach more patrons and promote services and online presence. Please consider becoming a fan or designate the page as one you like.

QUESTION: Does the Library need to have written approval/release forms from patrons before we post photos on website or on Facebook? Director Lachance updated the Trustees that she is investigating and seeking advice on the best practice.

Training

- Library Director attended the April Merri-Hill-Rock co-op meeting in Manchester.
- Are any of the Trustees able to attend the annual NHLTA on Monday, May 3rd in Portsmouth NH?
- Assistant Director and Library Technician II participated in a Webinar, "Gadgets: Personal Electronics for your library" sponsored by WebJunction Webinar.
- Terry Knowles will present the annual Trustees' Seminar in Concord on Thursday, June 3.
- The American Library Association (ALA) is initiating a Support Staff Certification Program. Director Lachance reports she is researching this further because our staff has expressed interest.

Staff Notes

The Library Director will be on vacation May 21 – June 2.

Old Business

Roof leak: Per the roof contractor's statement on his invoice, Wilson Construction found no problem with the ice and water shield. He did find deterioration of the mortar joints where the shield meets the flashing. The contractor sealed the joints with tar caulking but stated this was a temporary fix.

Recommendation: Mortar joints be scraped and re-mortared.

Update: Selectmen's Aide Lynne Blaisdell is looking for masons that could fix the problem. Director Lachance told Aide Blaisdell that the library does not want to repair the interior walls until the leak is fixed properly.

The Library Director would like the BOS to also have a mason check the chimney to validate Wilson's assessment. Selectman Brown offered to investigate with the BOS at the Monday April 26 meeting and will update the Library Director accordingly.

Computers/Networking

Technology Plan Review

Trustees True and Clifton met and discussed the Information Technology topology. Clifton's action item is to update the topology; team agreed to update yearly and conduct a physical walk through the library to update the topology. Trustee True will supply the Secretary of the Trustees with the full minutes.

Email Backup Software

The Youth Services Director's email experienced problems and the data file was lost. The staff attempted to remedy the situation but to no avail. Adel-XT was contacted and informed Director Lachance that the Library's email is currently not backed- up. Adel-XT informed the Director of a program that can back up email with an estimated cost of \$50 per email account. Trustee Clifton presented alternative options that are just as effective and less expensive. Discussion ensued regarding "Right to Know" laws vs. privacy. Trustees agreed all library employees will be changed from Outlook Express to Outlook 2007; Trustee Clifton then advised once the staff is on Outlook 07, Director Lachance use the less expensive email back-up solution he described.

Old Business

Benefit Policy update

The Trustees confirmed that AFLAC is not a health insurance policy and therefore not considered a medical expense. Trustee Pajak motioned after review of the Benefits Reimbursement Policy the Trustees determined AFLAC insurance is not a reimbursable expense. Trustee True seconded. Vote = 4 in favor; motion carried.

New Business

Town of Sandown's Internal Fiscal Controls Policy

The Library Director presented this new policy as an FYI to the Trustees. The Trustees confirmed the Library does not fall under the town and does not follow this policy but will refer to it if in need of similar language or procedures in the future.

Town of Sandown's Ethics Policy

The Trustees will need to sign this policy as elected town officials, but discussed crafting a Library Ethics Policy which each staff member will sign. As employees of the Library and the Trustees, and not employees of the Town, signing of the Town Ethics Policy by Library staff is not necessary.

Trustees agreed to review our own ethics policy and will discuss at the next Trustees meeting. Director Lachance will put this on the agenda.

LGC Property-Liability Reappraisals

Director Lachance reported that the library will be re-appraised along with all buildings in the town.

Date for Strategic Planning Work Session

A decision was made to schedule a public SWOT session on Saturday, May 15 1-2:30pm.

Other

Director Lachance updated the Trustees on the potential purchase of a newspaper database. The annual subscription price is under \$400 which qualifies as an expense the Director can make without Trustee approval.

Director Lachance reported on a change in the Rate of Pay notification: Trustee Stafford initialed approval of the rate.

Closed

Closed Session

A motion was made by Trustee Pajak to enter into closed session at 10:01pm. Trustee True seconded and the motion carried.

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

Invited Guest: Library Director Barbara Lachance

At 10:15pm the Trustees left closed session and a Roll Call ensued

Roll Call: Diana True, Louise Pajak, Tina Owens, Carol Stafford, Steve Clifton, and Barbara Lachance.

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

Next Business Meeting

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

Trustee True made a motion to adjourn at 10:18pm, Trustee Stafford seconded and the Vote = 4 in favor; motion carried.

Respectfully submitted,

Tina M. Owens, Secretary