



Sandown Public Library Trustees Meeting
Minutes for May 22, 2014 at 6:45 PM @ Sandown Public Library -DRAFT

Call to Order

The meeting was called to order at 6:50pm

Pledge of Allegiance

All in attendance participated

Attendance

Trustees Diana True, Carol Stafford, Pete Stock and Tina Owens
Library Director Kirsten Corbett
In Absentia: Louise Pajak and Selectmen's Liaison Cynthia Bucu

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper
The Finance report was reviewed and accepted.

Acceptance of unanticipated funds
There were no unanticipated funds to review.

Approval of Minutes

April 17, 2014 minutes
Trustee Peter Stock motioned to approve the minutes as corrected. Trustee True seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Visits for April 2014 were up over April 2013 and up over March 2014.
Circulation for April 2014 while down is consistent with all the prior months since the Library extended the time period for book check outs to 3 weeks from 2 weeks for the last 25 years.

Programs & Announcements

Wowbrary, the new weekly electronic newsletter announcing events and new acquisitions at the library is now delivered to patrons email accounts (optional), to the Library's Facebook page and to our new Sandown Library Pinterest page. The Director reminded the Trustees of a link at the top right of the Sandown's Library Wowbrary Page to Amazon. The Director shared that the Sandown Library receives a percentage of any purchase folks make on Amazon.com when they click the Amazon.com link on our Wowbrary page. Thus far the library has earned 300 Amazon commission points or \$25.63.

The Legal seminar on Elder and Estate Planning recently held at the library attracted 35 attendees which is close to maximum capacity. The "Night of Music" drew over 40 attendees.

The Director presented the remainder of her Report and it was reviewed by the Trustees.

Old Business

- FY2014 Budget
 - The Default Budget passed. Discussion of a town-wide bottom-line budget seems to have been tabled. Pay raises of up to 2% were approved on Monday, March 31st. At the Selectmen's meeting on Monday, April 7th, it was decided that the Finance department would make sacrifices so that other departments could operate on their proposed budgets. According to Finance Director Eastman, our operating budget for 2014 is \$278,268.00 (our proposed amount).
 - Will the library follow suit with a 2% pay increase? Discussion ensued and the Trustees agreed to follow suit with the Selectmen's decision and grant the Library Employees a 2% pay increase.
- Outside Lighting
 - Director Corbett spoke with Town Custodian Ron DuLong and Town Administrator Lynne Blaisdell. They are getting quotes from electricians to fix the light outside the Children's Room.
 - The timer on the parking lot light has been adjusted to account for the time change and longer days. It was thrown off again by the power outage on Saturday, May 10th. Director Corbett noticed it and reset the timer after the weekend. In the meantime, Town Custodian DuLong had also noticed it and came in to reset the timer on Wednesday, May 14th when Director Corbett was at the MHR meeting. Director Corbett noticed that the light was on at 1 p.m. on Friday, May 16th, when she came in, and has reset the timer again.
 - The timer for the sign lights has been adjusted, and it appears to be working.
 - Director Corbett is looking into whether or not the light at the front entrance is working at all, or is on a light sensor, and just not on during business hours now.
- The shared museum pass program between the SNHLC libraries began in time for April vacation week. The Kimball library sent a press release to the local newspapers. Director Corbett posted the news on the library's Facebook page. The new brochures are out. Responses have been good.
- Tables and Chairs Downstairs – Director Corbett has garnered information for review. Prices for ergonomic-looking chairs range from \$31.29 to \$279 each, from Staples, Demco, and Gaylord.
- Kindle Records – As of now, titles are clearly linked to the Kindle record, but the link is not reciprocal – looking at the Kindle record tells you there are items attached, but there's no way of seeing what they are (although there should be). Director Corbett's ticket with Koha was finally answered with the fact that this is part of a known bug, which means that it's an issue that they won't be able to help with until someone funds research for a fix. In the meantime, Assistant Director Hassard is finishing up linking titles to the Kindle record. Folks looking on the catalog for a specific title contained on the Teen Book Award Kindle will see the Kindle as a choice. The Trustees asked Director Corbett to inquire about the cost to fix this bug. Once that is known, the Trustees asked Director Corbett to post a message on the Koha ListServ to learn if other libraries are interested in this fix and report back as soon as she hears feedback.
- Culligan –a Culligan of NH representative came in to inspect our chlorine injection system on Tuesday, April 22nd, as the water level has not changed in the eight months we've had the system. Custodian Bonin and Assistant Director Hassard were present. The problem was a switch that is now in the correct position. Custodian Bonin informed Director Corbett that the system appears to be working.
- Knox-Box –Fire Chief Tapley informed Director Corbett that he was ordering Knox Boxes for the town department buildings where nothing has been installed. Cost is \$209. The box has not been installed, but an invoice has been received. Director Corbett spoke with Town Administrator Blaisdell, who said that if we could not pay for it, it would either come out of Chief Tapley's budget, or out of the town's buildings budget line.

New Business

- The Director reported to the Trustee's that there are two windows in the library that once opened will not close. The Trustees instructed the Director to contact the Town Administrator about the repairs.
- The Director reported on the SNHLC Annual Meeting & Monthly Directors' Meeting
 - The three library directors met on Thursday, May 22nd @ 3 p.m. in Atkinson to address topics raised at the annual meeting while they are fresh.
 - We need to choose a representative from the SPL Board to be on the New Member Consideration Committee for the Cooperative.
 - Each Board of Trustees should decide on the maximum fine amount that may accrue per overdue item. It is currently \$10. Director Corbett recommends \$25. Director Corbett raised this issue and discussion ensued. The Sandown Trustees advised increasing the maximum fine amount to \$30 and to increase the daily overdue fee to \$0.25 from the current \$0.10.
 - Directors Corbett, Heer, and Vinton discussed issues of consistency with cataloging, brought up by the Atkinson cataloger after the catalogers' meeting, and made some decisions about cleaning up records and eliminating duplicate records. The Director shared examples of how to reach these consistency goals and deal with a plethora of duplicate records.
 - Plaistow Library Director Vinton will set up a Google group for the three co-op libraries so that when tickets are submitted with Koha, only one email address has to be typed in, instead of all three directors' email addresses, and then time spent forwarding responses/resolutions to interested staff.
 - The Kimball Library Board of Trustees wore name tags. Trustee Owens and Director Corbett discussed possible uses for Trustees Name Tags: SNHLC Annual Meeting, Selectmen's Meeting, Budget Committee Meeting, Deliberative Session... Director Corbett priced out magnetic name tags from Demco. Kimball Library Director Heer mentioned that she orders name tags through a Kingston, NH company for \$7.00 each. Director Corbett is pursuing. Trustee Stafford suggested the Friends be approached about having name tags as well for all the time they represent the library.
 - 2-line: \$8.69 each (generic, so transferrable to next Trustee)
TRUSTEE
SANDOWN PUBLIC LIBRARY
 - 3-line: \$9.94 each (would need to order a new one each time we get a new Trustee)
FIRST NAME
TRUSTEE
SANDOWN PUBLIC LIBRARY

Director Corbett shared that once she gets the name of the local business in Kingston, NH, she would prefer to use a local business for the name tags and the Trustees concurred.

- Old Home Day –We've been invited by Karen Jorbterg to have a float in the parade. Friends of Sandown Public Library President Bonin recalls doing a float a few years ago and advises against it. FOL Pres. Bonin informed Library Director Corbett that, according to Town Administrator Blaisdell, the FOL need an insurance binder in order to sell food at OHD. Is the Friends organization covered under our (the town's) insurance? The Friends and the Trustees respectfully decline.

- Closed Session:

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

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

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

Trustee Owens motioned to adjourn at 10:20pm. Trustee Stock seconded.

Next Friends Meeting

- Monday, July 28 @ 6:30 p.m.

Next Business Meetings

- Thursday, June 19, 2014 @ 6:45 p.m.

Respectfully submitted,
Tina Owens, Secretary