



Sandown Public Library Trustees Meeting
Minutes for June 19, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

The meeting was called to order at 6:45pm

Attendance

The meeting was called to order at 6:52pm

Trustees Diana True, Carol Stafford, Louise Pajak and Tina Owens

Library Director Kirsten Corbett

Selectmen's Liaison Cynthia Buco

Via Skype: Trustee Pete Stock

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The Trustees reviewed the most recent Finance Report and the Director reported we are at 50% expenditure which is on track.

Acceptance of unanticipated funds

There were no unanticipated funds to approve

Approval of Minutes

May 22, 2014 minutes

The minutes were reviewed and corrected. Trustee Owens motioned to accept the minutes as corrected.

Trustee Stafford seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits - the report was presented and discussion ensued.

Programs & Announcements

SUMMER READING program starts on Saturday. Sign-ups start at midnight and folks can do this online.

Youth Services Director Jen Bryant is ready for the launch. YSD Bryant is collaborating with the Recreation Department on at least one program. There was some problems getting timely communication with the Recreation Department but YSD Bryant is working with them to insure the collaboration.

Discussion ensued regarding how to better advertise all the programs we have scheduled. The Trustees recommended contacting the Tri-Town and advertising our programs, checking with the Union Leader and checking with the Community TV station to advertise our programs as well.

Old Business

- FY2014 Budget
 - The approved 2% increase has been applied to all employees, effective 4/1/14, except for the Library Director (it was not accounted for in the proposed budget) and the new temporary Early Childhood Literacy Teacher (who was not employed by the library before the effective date of the increase).
- Lightning Strike Insurance Claim
 - Selectmen's Office Assistant Gulla informed Director Corbett that they received the reimbursement from LGC Property Liability Trust in the amount of \$4139.24. The Selectmen's Office has been advised by Department of Revenue Administration Representative Jeane Samms that the funds should be deposited into the general fund.
- Outside Lighting
 - Director Corbett spoke with Town Custodian Ron DuLong and Town Administrator Lynne Blaisdell. Electrician George Hassard was asked to fix the lights.
 - Director Corbett asked T.A. Blaisdell if, when Electrician Hassard comes to fix the Children's Room light, he can also fix the front entrance light. T.A. Blaisdell gave verbal consent for him to fix it at the same time.
 - The front entrance light has been fixed. Since the light at the emergency exit in the Children's Room is triggered by a light sensor, we will need to look at it during this meeting, once it gets dark, in order to see if it is fixed.
- Trustee Name Tags
 - Options: TRUSTEE TRUSTEE TRUE DIANA TRUE
 SANDOWN PUBLIC LIBRARY SANDOWN PUBLIC LIBRARY SANDOWN PUBLIC LIBRARY
 - Director Corbett submitted a price inquiry in with Colonial Engraving Co., Inc., of Kingston, which is the company that Kimball Library uses for their name tags. Their quote is for \$7.00 each. Demco's price is \$8.69 each.
 - Director Corbett will approach Friends of Sandown Public Library about name tags for them, too, at the July 28th meeting.

New Business

- TD Bank Account –ACH Charges

The Director learned that TD Bank is charging the Library for every payroll direct deposit activity. From Director's Report: "We have been paying \$10 in ACH charges each pay period since January. I have called several times to have these charges reversed, which used to be all that was required. We have a new officer in charge of our accounts. She believes that this was an under-the-table agreement, and will not honor it. She says that these charges are just something that we have to pay. Patti Sarcione and I met with TD Bank officer Nicole Pellenz on Tuesday, June 17th regarding our options. Banker Pellenz is running analyses on different account options, and hopes to have information in time for our meeting on Thursday. We asked her to waive both the charge for the new checks, as we were not told beforehand that they would no longer be paid for by the bank, and the ACH fees, as we were not warned that those fees would no longer be reversed before they stopped doing so. I received a follow-up request from Crystal Bridge of TD Bank for proof of payment for the checks. I scanned and emailed her a copy of the invoice and check stub."

- New Computers
 - Need approval or not, since they're included as a budget line (line 114: \$2600)? The Trustees clarified that yes, approval is needed because the expenditure is over \$500.
 - Trustee Pajak motioned to approve the purchase of one laptop and one desktop (hardware and software for both units) for the circulation desk for an amount not to exceed \$2500. Trustee Stafford seconded and the motion carried unanimously.

- Once new computers are in, AdelXT will assess the problems with the Director's laptop, and, if necessary, appropriate one of the new ones temporarily, while the faulty one is sent out to be fixed/replaced.
- According to the replacement plan, the computers being replaced this year are the Assistant Director's computer (she has requested a laptop, and AdelXT says it's a matter of preference) and the main Circulation computer (this will be another desktop; AdelXT says it will work better for faster circulation). The current Circulation computer still runs XP, which is no longer supported, so this will be good.
- We have the option of purchasing Windows 7 (more familiar user interface) and Windows 8 (obviously newer, but more of a learning curve).

Library Page – the search for the library page continues and the Director is confident she will have a candidate in the near future.

Library Expansion - Trustee True asked the Trustees to start thinking about scheduling a strategic planning meeting to blue-sky how to begin planning for either a building expansion or construction of a new building. Discussion ensued. Trustee Owens will contact Chief Gordon and former Library Director Barbara Lachance to our August 2014 business meeting for a fact-finding mission on a new building or building expansion.

Library Policies

Trustee True volunteered to begin reviewing the Personnel Policies regarding benefits.

Trustee Pajak motioned to adjourn at 8:58pm. Trustee Stafford seconded and the motion carried unanimously.

Next Friends Meeting

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

Next Business Meetings

- Thursday, July 17, 2014 @ 6:45 p.m.

Respectfully Submitted,

Tina Owens
Secretary, Sandown Public Library Trustee