



Sandown Public Library Trustees Meeting
Minutes FINAL for July 24, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

The Meeting was called to order at 7:03pm

Attendance

Trustees: Carol Stafford, Diana True, Tina Owens

Via Skype: Trustee Pete Stock

In absentia: Trustee Louise Pajak, Selectmen's Liaison Cynthia Buco

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The Bookkeeper presented the financial report and reviewed the line items.

There were no critical items for discussion.

Discussion turned to the most recent correspondence from TD Bank. The Bank has informed the Library of a new \$20 per month ACH fee for direct deposits; \$10 per pay period. Discussion ensued about a recent letter from TD Bank North and changes to the Library's bank accounts. The Trustees were in agreement that there is confusion on why TD Bank made decisions to change the Library's Public Finance accounts to Business status accounts. Trustee True requested the Director call the bank to understand the reasons behind these decisions. The Letter from TD Bank follows here:

- TD Bank –Director Corbett received the following email from bank representative Nicki Pellenz:

Dear Kirsten:

Thank you for meeting with me on June 17th. At TD Bank, we promise to keep you informed of any changes that might impact your accounts or relationship with us and we are committed to offering you the best value in products and pricing. As a result of our discussion, it is my recommendation that the following products be moved to TD Bank's Small Business suite of services. The product changes will occur on August 1, 2014.

Account Number	Old Product	New Product
XXXX3382	Public Finance Fixed Rate	TD Business Convenience Checking Plus
XXXX8302	Public Finance Statement Savings	TD Business Savings
XXXX8336	Public Finance Statement Savings	TD Business Savings
XXXX8205	Public Finance Money Market	TD Small Business Money Market Plus

Sandown Public Library will continue to have access to the best products and services and additional benefits, like longer hours, to make banking even more convenient. We know you need to have quick and easy access to your funds; further you also need to make every dollar work as hard as possible. TD Business Checking accounts offer the liquidity the Library needs.

SUMMARY OF FEATURES TD BUSINESS CONVENIENCE CHECKING PLUS:

- 500 FREE items paid or deposited per statement cycle (additional items \$0.50 each)
- 24/7 live customer support
- FREE Online Banking with Bill Pay
- FREE use of Penny Arcade for Customers
- FREE monthly e-statements with free check images
- Monthly maintenance fee \$25, WAIVED if minimum daily balance of \$1,500 is maintained
- Account does not pay interest

The Library will continue to receive a \$10.00 ACH Charge each time an ACH file is sent to the Bank through TD Business Direct.

Tomorrow, July 15th, account ending in #3382 will be credited \$306.57. This is a rebate for \$206.57 in check charges from January 10, 2014 and \$100 in ACH charges.

More than ever, our focus remains on delivering legendary service and the most convenient banking. If you have any questions, please call me at [800-400-5163](tel:800-400-5163). We appreciate your business and look forward to continuing to serve your needs.

Thank you, Nicki

Acceptance of unanticipated funds

There were no unanticipated funds for acceptance.

NH Retirement

The Bookkeeper explained to the Director and the Trustees end of year changes forthcoming in reporting NH Retirement.

Approval of Minutes

June 19, 2014 minutes

May 16, 2013 minutes

May 28, 2013 minutes

August 22, 2013 minutes

September 5, 2013 minutes

September 19, 2013 minutes

October 24, 2013 minutes

November 21, 2013 minutes

A motion was made by Trustee True to approve the aforementioned minutes with changes, Trustee Stafford seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Visits increased over May 2014 and Circulation also increased over May 2014, in fact circulation in June 2014 was the highest circulation count thus far in 2014.

Programs & Announcements

The Trustees and the Director reviewed her monthly report and discussion ensued.

The Director reported she has 3 interviews with candidates for Library Pages next week.

Old Business

- Outside Lighting
 - Town Administrator Lynne Blaisdell reported that the light at the Children's Room entrance is working at night when she drives by.
 - The timer for the main parking lot light, as well as the timer for the front entrance lights, seems to have lost its ability to keep with the timed light schedule. The timer randomly and frequently reverts to manual override, which just means that it's on constantly, until Director Corbett notices it and takes it back off of manual override. Electrician Hassard recommends a very basic timer replacement. He does not recommend a light/motion sensor due to the fact that since the bulbs are the energy efficient type, they have a slow turn-on time, and would not turn on to brightest potential until they were no longer needed to be on.
 - The exterior light on the door exiting the Childrens' room, the Reference Room, the basement walkout to the parking lot and the caged light at the front door are on all on light sensors. The bulkhead exit in the basement on the side of the school is a motion sensor light however, it only stays on for 30 seconds and only works at exactly 4 feet from the door. The parking lot light and the lights across the front of the building are on a timer. Therefore when the current timer malfunctions the library potentially has 8 exterior lights on 24 hours a day all weekend.
 - The Trustees discussed the situation at length. Trustee Stock recommended the library replace the timer which does not appear to be working in order to insure the parking lot has plenty of lighting for patrons. The Trustees also agreed we recommend to the Selectmen a better motion sensor light for the basement egress on the side of the school, a brighter bulb for the Reference Room door exit, and a new light sensed fixture with a bright light at the basement bulkhead parking lot side. Director Corbett will add these details to the JLMC deficiency log.
 - Director Corbett has given the staff the following instructions:
 - “You've probably been told at least once that the parking lot/front entrance lights are on in the middle of the day. There's an easy fix for that. The system keeps reverting to manual override. I've shown some of you how to reverse this. Inside the box labeled Outside Lights, on the wall in the corner of the room behind the vault, you will see a big red light. There's a button in the lower left-hand corner that says Manual Override. Press it, and the red light will go off, and the lights will revert back to their regularly scheduled program. That's it!
 - “If you'd like a demo, please ask me or one of your coworkers -eventually, we'll all know how to do it. This way, even if I'm not here, we don't have lights on 24/7 for days at a time! If patrons are mentioning the lights to us, you can guarantee that there are a lot more who noticed, but didn't say anything, and taxpayers tend to notice when we're wasting their money with extraneous electric bills!
 - “Thank you!”
- Trustee Name Tags
 - Option Chosen: TRUSTEE
DIANA TRUE
SANDOWN PUBLIC LIBRARY
 - Director Corbett will place an order with Colonial Engraving Co., Inc., of Kingston, after approaching the Friends of Sandown Public Library about name tags for them, too, at the July 28th meeting.
- New Computers
 - Director Corbett will purchase one laptop (to replace Assistant Director Hassard's computer) and one desktop (for the circulation desk) along with the hardware and software necessary for both units for an amount not to exceed \$2500. Director Corbett built and priced out a few options for each to go over with AdelXT, but once they'd decided on the desired models, the laptop was no longer available. Director Corbett consulted again with AdelXT, and is proceeding with the new information.

- Knox Box
 - Town Custodian DuLong installed the Knox Box last week. Director Corbett has not heard from either Chief Tapley or Chief Gordon about populating it with the necessary keys.
- Chairs –Four of the cheapest options available to test out. (The fifth option will not arrive until Monday, July 28th. Should we decide to approach the Friends about purchasing them, the chairs will be available for the Friends meeting on Monday, also. The staff have all chosen their favorite chair. The Trustees agreed, for the most part, with the Staff’s selection. The Director will move forward asking the Friends if they will cover the costs. A 30 pack bulk of the most popular chair is in the neighborhood of \$880; bulk shipment of these chairs comes only in one color, gray.

New Business

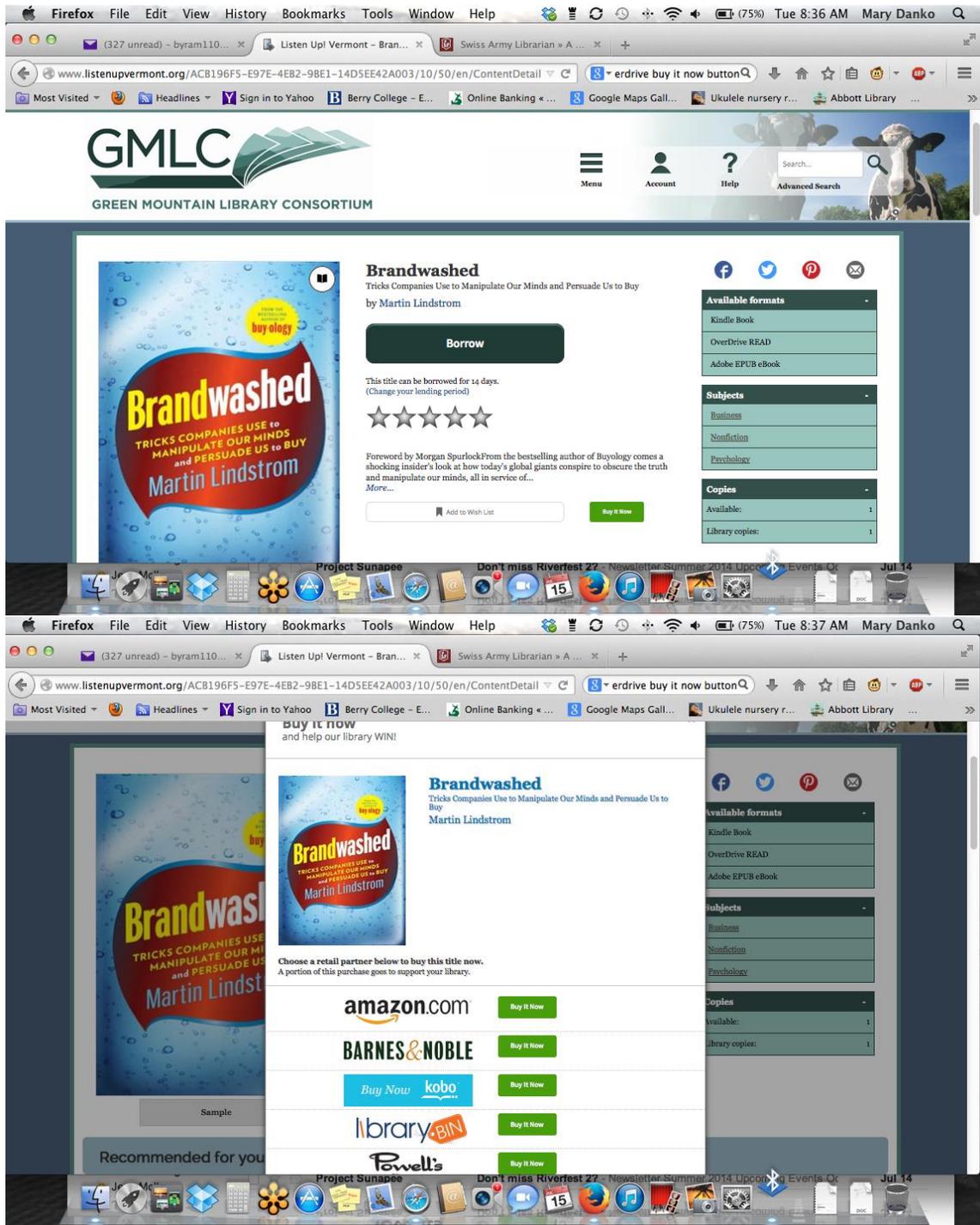
- Book Drop Mode
 - Currently, Plaistow Public Library (PPL) checks in materials returned in the book drop overnight using book drop mode (effectively checking them in one minute before closing on the previous day of business). Neither Sandown Public Library (SPL) nor Kimball Library (KL) does this.
 - Director Corbett has been considering the practice, and brought it up at the SNHLC meeting in June. Director Heer immediately seized on PPL’s practice as the reason why her patrons were returning materials to PPL, thus avoiding one day’s worth of overdue fines. She asked if PPL could set aside KL items and check them in using the normal mode, so KL does not lose the overdue fine income. If SPL begins the practice, Director Heer asked that we do the same.
 - The reason Director Corbett would like to consider the practice of checking book drop items in using drop box mode is one of fairness to our patrons. SPL staff empties the book drop before closing every evening/afternoon, and pays attention to whether or not patrons drop off anything else in the drop in between the emptying of the box and closing. On a busy day, these last-minute returns may be missed, and patrons will be unfairly penalized (assuming the materials were due on the day of return). Also, Sandown is a commuter town; many times, folks are rushing to return items as we walk out to the parking lot after closing, as it’s the soonest they can get here. It would be a gesture of good-will to not penalize these patrons who have just missed the closing deadline by minutes.
 - If we adopted the practice of checking in book drop items using Koha’s drop box mode, in effect, every item returned in the book drop before we open would be considered returned on time for the previous day of business. While this would undoubtedly engender goodwill, there are financial implications. In the first six months of this year, we have taken in \$7,770.49 in overdue fines. As a snapshot, using the format with the highest daily fine, on July 3rd, there were 107 DVDs overdue; if we were to receive each of those back before they reached their maximum fine, and they all came in at once, and we checked them in using drop box mode, we would lose \$107 in potential income. This is a worst-case scenario, and the lost overdue fees will likely not come anywhere near this amount.
Discussion ensued and the Trustees agreed to follow Plaistow’s practice and use book drop mode. The Director will let the Staff know of this procedural change.
- Extended Loan Periods for Long Audiobooks
 - Many audiobooks are upwards of 40 hours. If we assume that the bulk of our audiobook listeners are commuters, is it reasonable to assume ~2 hours of listening per day for a 5-day work week? In which case, that’s only 30 hours of listening that happens in the normal 3-week lending period.
 - Audiobooks are not like normal books which may languish until the chance to read presents itself; they are checked out to be listened to on commutes, while exercising, etc. Once they’re finished, they are returned. This is also not a format that can be rushed –they are narrated at the same rate, regardless of how close to the due date they’re getting!
 - Proposition: 6-week lending period for audiobooks over 30 hours. We might lose a bit in terms of turnover, but it’s extremely tough on audiobook listeners to have to return their books in the middle of the story because someone else is waiting for it, or to just know that they’ll have to pay overdue

fees in order to finish the story. Trustee Owens motioned to approve a 6 week lending period for audiobooks over 30 hours. Trustee True seconded and the motion carried unanimously.

- Deficiency Log
 - Last year: Security System
 - This year: Outside lighting. Anything else?
 - Due 7/28
- New Hampshire Downloadable Books
 - 2015 Fees Announced: \$1147 (It was \$1005 for 2014.)
- Simon & Schuster Proposal

“A requirement to add Simon & Schuster eBook titles for library lending is that each title must have a "Buy-it-Now" option on the page alongside "Borrow" or "Place a Hold". To support this requirement, OverDrive operates LibraryBIN.com. With Library BIN, your library will earn a content credit equal to 50 percent of the retail markup for titles purchased from the OverDrive-hosted referral page. The content credit will be applied to your OverDrive Marketplace account for future orders.”

- This is what it would look like (Libraries in VT are already doing this –click on any title found at <http://listenupvermont.org>):



- A NHDB vote is upcoming and the Director will keep us posted.
- Policies –Trustee Chair True has been working on updating the policies. Discussion ensued.
- SNHLC Meeting –Director Corbett met with Directors Heer and Vinton on Thursday, July 28th.

Next Friends Meeting

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

Next Business Meetings

- Thursday, August 21, 2014 @ 6:45 p.m.

Trustee Owens motioned to adjourn at 10:15pm, Trustee Carol Stafford seconded and the motion carried unanimously.

Respectfully Submitted,
Tina Owens, Secretary