



Sandown Public Library Trustees Meeting
Minutes for September 18, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

The meeting was called to order at 6:49pm

Attendance

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

Selectmen's Liaison: Cindy Buco (7:10pm arrival)

In Absentia: Trustee Pete Stock

Director: Library Director Kirsten Corbett

Pledge of Allegiance

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Discussion ensued

Acceptance of unanticipated funds

New Business

- Budget

Approval of Minutes

August 21, 2014, August 28, 2014, and September 2, 2014 minutes

Trustee True motioned to approve the August 21, 2014 minutes as corrected, Trustee Pajak seconded and the motion carried unanimously

Trustee Pajak motioned to approve the August 28, 2014 minutes as read, Trustee True seconded and the motion carried unanimously.

Trustee Owens motioned to approve the September 2, 2014 minutes as corrected, Trustee True seconded and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

Programs & Announcements

Old Business

- Outside Lighting –Included in the deficiency log, submitted to the town.
- Security System and Emergency Planning

The Director called our East Coast Security Company to discuss a persistent problem with the alarm going off in the Children's Room. East Coast Security confirmed something as small as a spider can set off the alarm. It was agreed the camera in that room could be faulty and a technician will be out next week (week 9/22) to replace the camera. The Director also reviewed all the phone numbers and protocols the security company needs to follow when the alarms sounds and the library is open vs closed.

- Trustee Name Tags –They’re here! The Director distributed the name tags to all the Trustees. The Trustees were reminded to bring their tags to the BOS and Budget Committee meetings in the coming weeks.
- TD Bank –Director Corbett has been informed by bank representative Nicki Pellenz that she has not switched over our bank accounts, as the initiative that would charge us more money each month has been delayed. Once the change is made, our account numbers will remain the same, just the types of accounts will change.
- Chairs –They’re here, invoiced, and paid for by the Friends!
- Twelve-year-old Boy Scout Volunteer –Director Corbett found more guidance from NHSL’s “Best Practices for New Hampshire Libraries: Volunteers” and provided the following recap:

- YOUTH VOLUNTEERS

While NH RSA 276-A specifies age 12 as the minimum age for employment, US DOL Child Labor Bulletin 101 WH-1330 specifies age 14. Federal law takes precedence over state law, so New Hampshire libraries should not have volunteers under the age of 14.

If a US Department of Labor inspector visited your library and found volunteers under the age of 14, the minimum fine is hundreds of dollars per underage volunteer per instance of volunteering. Youth volunteers have specific hours/days that they can work/volunteer. For 14 and 15 year olds, see US DOL Child Labor Bulletin 101 WH-1330. For 16 and 17 year olds, see NH RSA 276-A.

A Youth Employment Certificate, specified by NHRSA 276-A:5 for youths age 12 to 17, *is required* even if the work is “casual.” “Casual” is defined in NH RSA 276-A:3-VII as “...employment which is infrequent or of brief duration or productive of little or sporadic income or not commonly held to establish an employer or employee relationship.” Volunteer work should fall into this category. However, if a youth is performing community service due to a court order, that youth does not have to obtain a Youth Employment Certificate based on NH LAB 1002.01. Other Best Practices outlined below for youth volunteers do apply to youth court-ordered community service volunteers. Outside organized non-profit groups who volunteer to carry out a specific project at a library have the burden of complying with federal and state labor laws. For example, if a Boy Scout troop asked if they can paint the library’s shed as part of a badge project, the Boy Scout organization would be responsible for complying with child labor laws for that volunteer project.

BEST PRACTICES:

1. To comply with both state and federal laws, the following items must be on file for any youth volunteer that is volunteering under the auspices of the library:
 - a. A copy of a Youth Employment Certificate for any volunteer under the age of 18 (except for youth performing community service through a court order).
 - b. Proof of age (photocopy of birth certificate; driver’s license if 16 or 17) that shows the volunteer is 14 years old or older.
 - c. If the youth is 16 or 17 years of age, a Parental Permission form needs to be on file. www.nh.gov/labor/inspection/forms.htm#schoolwork
 2. The NH Department of Labor suggests that each volunteer have a volunteer agreement signed by the youth, the parent(s), and the library director on file at volunteer organization that specifies the volunteer duties and states that no monetary payment for the completion of those duties is expected. Volunteer agreements should be updated on a regular basis (annually is ideal). A sample agreement is available at www.nh.gov/dot/programs/scc/documents/SAMPLEVolunteerServiceAgreement-NHDOL10-28-101.pdf
 3. If a library’s Friends group utilizes youth volunteers to do projects on library property, verify their compliance with state and federal labor laws.
- As a result, Director Corbett informed former Library Page Robinson that the library would be unable to take on volunteers under the age of 14.

Fire Extinguisher Training

Training was rescheduled from Tuesday, September 16, 2014 at 10am and 2pm to Tuesday, September 23, 2014 at the same times.

Evacuation Plan

The Director reviewed her plans for evacuating the building in case of an emergency. The Staff will be practicing in the near future.

New Business

- Policies –Trustee Chair True has been working on updating the policies and presented sections for review and discussion. Discussion ensued.

Next Friends Meeting

- Monday, September 22 @ 6:30 p.m.

Next Business Meetings

- Thursday, October 16, 2014 @ 6:45 p.m.

Important Dates

- October 14th: Budget due to BoS
- October 27th @ 7:30 p.m.: Budget Meeting with the BoS
- November 5th @ 7:20 p.m.: Budget Committee Meeting

Trustee Pajak motioned to adjourn the meeting @ 9:50pm, Trustee True seconded and the motion carried unanimously.

Respectfully submitted,
Tina Owens, Secretary
Sandown Library Trustees