



Sandown Public Library Trustees Meeting

Minutes for March 19, 2009 6:45 PM @ Sandown Public Library

In Attendance

Diana True, Louise Pajak, Barbara Lachance, Tina Owens, Carol Stafford, Steve Clifton, Patti Sarcione Bookkeeper, Nelson Rheume, Selectmen's Liaison.

Approval of Minutes

Carol motioned to accept the February 2009 minutes as corrected.
Louise seconded and the motion carried.

Finance Report

Financial Reports – Patti Sarcione

2009 Budget Adjustments – Default Budget

Nelson confirmed the Town will add the contractual increase to the Library Director's salary (\$11,166.84) and the process is already in place.

Steve asked Nelson to confirm how we will reflect the Director's increase in the budget the town gives us. Discussion ensued.

Barbara read a letter to the Trustees from the Selectmen addressing this issue that they agree the \$11,166.84 will be added to our default budget and Tina will add a copy of that letter to the minutes.

Diana raised the issue of how we reflect the Selectmen's adjustment in our budget showing the 2008 default total and adding in the Director's Salary adjustment. Patti concurred she can reflect this in our budget.

Library Employees Pay Raise

Discussion ensued regarding the wage matrix we created under the understanding that we believed the matrix was a contract with the staff. We learned this year it was not a contract and therefore can not be included in our default budget.

Steve Clifton made a motion to go forward with a 3% pay raise for the library staff as planned since the Trustees led the staff to believe the wage matrix we created was a binding contract and would protect their pay raise in any default budget year. Louise seconded.

Discussion ensued led by Louise expressing her concern over what the Town voted for – a default budget. Concern was raised that giving the staff a pay increase goes against that wish of the voters. The Trustees agreed the town voted no increase in the

bottom line of the 2008 budget and did not specifically say no increase in pay. The Trustees confirmed we can cover the 3% raise by appropriating monies differently in our budget, use our savings account to cover the areas where we will move money into the salary line item and NOT cause any increase in our bottom line.
Motion carried unanimously.

Carol made a motion that in FY 2009 the Trustees will put a warrant article before the Town to approve the employee wage matrix. Tina seconded. Motion carried.

2008 Town Report Error

Barbara discovered the 2008 Annual Town Report has posted a glaring error in the Library's Profit & Loss Budget vs. Actual (page 34). The Library's account has been listed incorrectly listing the payroll item separately when it is already accounted for in the Library budget. This results in the Library account appearing as though it is \$131,615.27 more than it is.

4550.0 LIBRARY

Payment as: \$248,495.24

Payroll as: \$131,615.27

Louise suggested a public posting of an apology for this error and a possible meeting with the Selectmen. Barbara asked that we wait to find out if Lynn Blaisdell in the Town Office has resolved this error before we officially request a public apology.

The \$5000 check the Library gave back to the Town to offset the Town budget shortfall in October of 2008 has not been cashed as of the end of February 2009.

The amount \$11, 111.48 for the remaining payroll for Dec 2008 plus q4/2008 benefits and payroll taxes- which the Library gives to the Town to cover our payroll - is also outstanding and has not been cashed by the Town.

Complete Fiduciary Control

Barbara notified the Trustees that she and the bookkeeper will begin investigating the effort needed to move the Library payroll under the Library's control. A meeting will be scheduled with the Treasurer for the Plaistow Library Trustees to learn how the Plaistow Library transitioned management of their payroll away from the town and under full control of the Trustees.

News & Views of the Director

Circulation and Visits: Circulation stats comparison chart

Circ and Visits are up over January 2009

Programs & Announcements

March programs: Craft Display, Publicity (Wii news articles), event attendance
Discussion ensued.

April Programs – Library Insight Calendar attached

April is the Physical Wellness Month and as part of the monthly events, the Library staff will be soliciting local gyms and fitness centers in the area to donate free passes to the Library's April activities. To that end, Barbara presented a letter to the Trustees

communicating our Tax ID number which we will need to give to the businesses for any donations.

Barbara reported our website hosting agent will have a pageview and statistics tracking software added to our web site to measure traffic and user engagement on the site.

Library Website link corrected on Town of Sandown site
Thank you Betty, Town Web Master! You are the Queen!

Shelving installed in – shifting and weeding of materials continues
Barbara is pleased with the changes, especially in the Children's room, but admitted we need to continue weeding to gain additional space for new acquisitions.

Computers/Networking

Quote for new server

Good news! This complete turnkey system will cost less than what we expected (as much as \$50 less than planned). Louise motioned to purchase the server, attendant software, and requisite man hours based on AdelXT's quote of \$6,952. Tina seconded. Motion carried.

Keep old server as a utility server

AdelXT is suggesting we keep our old server as a utility server. Steve, of AdelXT will set this up. It will make maintenance of basic system programs easier and reduce the load on the main server. Trustees unanimously agreed.

InfoCentre upgraded

AdelXT has not been pleased with the support but is making progress with the upgrade.

Feedback on Website – good comments from patrons, librarians
Barbara reported many positive comments on our new website.

Photo of Trustees needed

Tabled until April

Computer Donation

The Library will donate one of our old computers will go to the Fire Department

Old Business

Survey Monkey

Barbara will use Survey Monkey to query town citizens on several topics related to our long range planning. Discussion ensued.

New Business

Town Department Head meeting/ Friends of the Library (FOL) meeting – Monday, March 23

This meeting conflicts with the FOL meeting for March. Barbara will attend the Dept Head meeting but will arrive late. Barbara notified the Selectmen of her scheduling conflict and late arrival.

Town CIP meeting – Tuesday, April 14

This is being held to update the Town's old CIP. Tina will accompany Barbara to the meeting.

Town Ethics Program Attendance

Discussion ensued on the absence of Library employees and Trustees at the last program. Trustees agreed we will send library staff, and they will be paid, and the Trustees will send a representative when the next program is scheduled.

Contracts for Contracted Services (computer support, bookkeeping)

Based on issues surrounding the default budget, the Trustees agreed we will make it an action item in 2009 to centralize and codify all contractual services.

PSNH Smart Start program

Barbara reported on a move in the Town to put into place energy efficiency measures including better, more energy efficient light bulbs among other programs. These measures will save the Town and the Library money. Discussion ensued.

Addition of the Shelf in Utility Room

An additional shelf will be added to the Utility Room downstairs to accommodate the utility server. Barbara is going to investigate the expense and get back to us.

Other

Discussion ensued regarding a local business wanting to add a link to our website that could drive Library users to his business website. In return, the proprietor will give a % of earnings from every sale generated by the link on the Library's site back to the Library. Tina said no and quoted policy about advertising and promoting private business on Library property. Barbara will respectfully decline the offer.

Next Business Meeting

Date and Time of next business meeting {Tuesday April 28, 2009 @ 6:45 pm}

Respectfully submitted,

Tina Owens, Secretary