



*Sandown Public Library Trustees Meeting
April 28, 2009*

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

Approval of March 19, 2009 minutes

Louise made a motion to approve the minutes as corrected.
Carol seconded. Motion carried.

Finance Report

Financial Reports – Patti Sarcione

Patti submitted the January through April 2009 P&L Budget vs. Actual. Discussion ensued regarding our Certificates of Deposits and whether or not we should consider moving these monies to a money market account or to another institution. A decision was made to leave everything as is for the time being.

2009 Budget Adjustments – Default Budget

Barbara reviewed the errors Darlene Ford, the Town's Bookkeeper, had made on our 2008 budget. The error was corrected and the exact amount is \$259,662.07. This recalculation results in helping the Town find an additional \$11,166.29 in the Town Budget.

Response to Selectmen's request

The Board of Selectmen (BOS) needs an additional \$50,000 in budget cuts to cover a shortfall in the 2009 default budget. Barbara reviewed the Selectmen's minutes and discussion ensued.

Questions to Selectmen regarding Library monies:

- 1) In the Fall of 2008, the BOS notified all departments there was a budget deficit and requested each department to review their 2008 budgets and return monies to offset the deficit. The library returned \$5000 to the General Fund.
- 2) No acknowledgement was ever received from the BOS regarding the \$5000 the Library Trustees returned to the 2008 General Fund. Furthermore, the \$5000 check was not deposited until 3/4/09 and therefore cannot be spent in 2009. Discussion ensued.

Selectmen are building a Buffer Line Item in their budget. The Buffer account will have a line item noting each department and the amount of money their budget contributed to the buffer account. Carol asked Selectman Rheaume if the money is not expended will it be returned to each department. The Selectman was uncertain of the answer.

After further discussion, Steve made a motion that the Library Trustees agree to reduce our 2009 default budget by \$5000 based on the request of the Board of Selectmen. Louise seconded. 1 opposed; 4 approved; motion carried.

3) Incorrect amount for Library in Town's profit and loss statement on pg.34 of 2008 Town Report

Barbara reminded Selectmen Rheaume that this amount is still incorrect. Trustees asked Barbara to monitor the forthcoming reports and notify us as soon as it is reflected accurately.

News & Views of the Director

Circulation and Visits:

Barbara reported that she has added website visits to the total monthly visitor accounting. This is an accepted practice by the American Library Association. Circulation increased 17% from March 2008.

Programs & Announcements

March programs: 26 events 200 participants

April programs: 34 events 406 participants

Wii bowling for adults – 4 participants

Poetry Out Loud – 9 participants

Raffles – 167+ participants

Library Survey – 106 surveys received as of 4/25/09

Special Children's Programs

Bunny Hop -5

Earth Day - 4

May Programs – Library Insight Calendar on website has all the information. Please view for more details.

Memorial Day Weekend Closing

Louise made a motion to close the Library on Saturday, May 23, 2009, in observance of the Memorial Day Holiday weekend. Carol seconded and the motion carried.

Collection Management

One large shelving unit in J- section has been removed. This unit will be donated to the Recreation Department.

Staff Resource Development Activities

Barbara updated the Trustees on the following: JoAnn Pinard Evans is developing a juvenile biography collection; Sue Kehoe is taking charge of weeding adult fiction; Barbara and JoAnn will begin work on the J non-fiction collection.

Upcoming Conferences

NHLTA – 5/7/09

Barbara will be attending this conference and will report her findings back to the Trustees.

NHLA – 5/19

Barbara will only attend one day of the NHLA conference which is being held in Bartlett NH.

Trust Seminar – 6/2 (Patti, Carol and Barbara)

Barbara reported that she, Patti Sarcione our bookkeeper and Trustee Carol Stafford will attend Terry Knowles Trust seminar.

Computers/Networking

New server installed

Barbara reported the installation is just about complete.

Barbara reports we will keep the old server as a utility server.

Photo of Trustees needed – discussion ensued.

Computer Donation – The Fire Dept received the computer on 4/27/09.

Old Business

Utility Room

Barbara reported that a shelf has been added in the utility room for computer equipment.

Survey Monkey Results

Barbara reported only 125 responses thus far. She is hoping to receive more in the coming weeks. 83% of the respondents thus far are pleased with the Library.

Town CIP meeting – April 14 –

Barbara and Tina reported on what they learned from this meeting.

The Trustees need to choose a Liaison for committee meetings and need to review capital improvement items.

Contracts for contracted services (computer support, bookkeeping)

Discussion ensued regarding this topic. The Trustees asked Barbara to pull together a draft contract and quote for the amount needed to fund these contracts on an ongoing basis and present at the next meeting.

Wage Matrix

Diana requested discussion on this topic be added to a future meeting agenda. In particular, we need to understand the process for making the matrix legal and binding with the intent to protect our staff and their wage increases in default budget years.

New Business

Performance Evaluations

Barbara reports that she would like approval to use a new evaluation form for the staff. Discussed and explanation ensued.

Communication with Selectmen

See notes above

Other

Insurance Update

Paula Gulla from the Selectmen's Office asked Barbara to update the Local Government Center's -Property Liability Trust Inventory Renewal Information. Barbara reviewed the form with the Trustees. Only one item on the form concerned the Trustees, assessing the value of the Library Building. The Trustees are uncomfortable with Barbara trying to assess the value of the building since she has no experience in this area. The Trustees recommended Barbara defer to the Town office and the Town Assessor for that information. Barbara was able to address the other items on the form.

Volunteers

Barbara reported that two of our volunteer members belong to the Retired Senior Volunteer Program (RSVP). Barbara reviewed that the RSVP provides liability insurance and other services for their members when they are volunteering.

Next Business Meeting

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

Respectfully submitted,

Tina Owens