



*Sandown Public Library Trustees Meeting
January 22, 2009
Minutes*

FINAL

In Attendance

Diana True, Steve Clifton, Louise Pajak, Barbara Lachance
In absentia – Carol Stafford, Patti Sarcione, Bookkeeper

Approval of Minutes

Approval of December 18, 2008 minutes
Louise motioned to approve the minutes with corrections. Diana seconded and the motion carried.

Finance Report

Financial Reports – Patti Sarcione

Patti was not able to attend the meeting and therefore left notes with Barbara regarding the final 2008 budget. These include:

- The interest earned from the checking account in 2008 was spent on books.
- We spent 100% of donations and grant money received during 2008.
- The \$5000 we returned to the Town (to help them offset their budget shortfall) is listed on page 2 of the January 2008 through December 2008 Profit & Loss Budget vs. Actual in Miscellaneous -Other Expense-Sandown, Return Salary Line.

Treasurer sign 2008 Treasurer's Annual Report

Steve signed the final and approved budget for 2008.

2009 Budget

Louise and Barbara reported on the Budget Committee Public Hearing. The Library budget passed and will be placed on the ballot.

News & Views of the Director

Circulation and Visits

Barbara reviewed the 2008 year-end Circ and Visit numbers with the Trustees. The visits were down in December due to the ice storm which forced the Library to close. However, circulation numbers were up over December 2007.

2008 Town Report

Barbara submitted the Library's entry for the Town Report. The Trustees reviewed and corrected as needed.

Programs & Announcements

- Calendar with monthly themes

The staff has created a calendar that features several themes for each month based on information from the reference tool Chase's Calendar of Annual Events.

- January financial wellness speaker

Barbara reported a financial wellness speaker is booked for the January program. Steve reminded Barbara that the Trustees are adamant the speaker does not solicit for business.

- Children's Programs – January and February

Barbara reviewed a list of programs planned for January and February. Details and sign up lists can be found at our website, www.sandownlibrary.us.

Snow Removal Update

Barbara reported the Selectmen have requested an employee of the Sanitation Dept to be on-call to clear snow removal from the Library's walks and emergency exits. Barbara will monitor how consistently this is done but we should not have to call and request this service; it should be an automatic occurrence.

Computers/Networking

Security software upgrade on Internet computers

Deep Freeze, our new security software program, has been installed on our network.

Laptop installation in Internet area

Discussion ensued regarding moving our oldest laptop into the reference area for public use. Steve also suggested as we cycle old computers out of our network to have Barbara hold raffles where library users can enter to win the computer – as is. The Trustees agreed this was a clever idea. Barbara will set the rules around these raffles.

Website Re-Design Preview – Plan to launch February 2009

Barbara discussed the plans for the website redesign with the Trustees. Discussion ensued.

Photo of Trustees needed

Barbara wants a picture of the Trustees for the website. Carol was absent from the meeting so the Trustees agreed to meet again to get the picture taken.

Old Business

Policies under development: Wii and Children's Programming update

Tabled until further notice

2009 Budget

Diana raised the issue of the default budget and asked for clarification on what we have submitted as our default 2008 budget including what are considered our contracts. Discussion ensued surrounding the wage matrix we have in place for our staff. The wage matrix was created with the sole purpose of protecting the pay rate for our staff when the town slips into a default budget year. Barbara reported that she researched this issue with the Local Government Center (LCG) and upon speaking with the Staff Attorney Paul Sanderson she has learned a wage matrix is not considered a contractual obligation. According to Sanderson, the Library cannot bind future town meetings to expenditures unless the town has been fully advised of such expenditures.

Steve Clifton requested that Barbara send the Trustees the revised 2009 Budget spreadsheet.

Whitney Turner Fund update

Barbara spoke with Mrs. Turner regarding all the changes we have made to the Children's room. Mrs. Turner is thrilled with the changes.

Repairs and maintenance:

*Painting interior of library begins 1/23/09

- Foyer and front half of the building will begin on 1/23.

The painter expects to return on Sunday 1/25.

Discussion ensued on how the staff will handle access to the Children's Room while the shelves are being painted. Barbara suggested we close public access to the Children's Room on one Saturday. During that day, the staff will retrieve any books on request.

*New shelving

The shelving is ready but will not be installed until the painting project is completed.

*Carpet installation 1/23/09

Replacement of the carpet on the stairs leading to the basement will occur on Friday 1/23/09.

New Business

Volunteer Policy

Barbara submitted a sample form for all Volunteers to complete before starting any volunteer work.

Deliberative Session Saturday - 1/31/09; 8 am

Barbara noted the start time is 2 hours earlier than in previous years
The Friends of the Library will serve lunch.

Library Work Session for strategic planning

Work Session is scheduled for Monday, February 2, 2009 starting at 5:30pm
To be held offsite.

Other

Linda Janvrin, Sandown resident and mother of Joshua Janvrin who recently died in an automobile accident, requested donations in his memory be sent to the Sandown Public Library. Discussion ensued on handling this donation. Steve referenced the Library's policy on donations and gifts.

Closed Session

A motion was made by Louise to enter into closed session at 8:45pm. Diana second and the motion carried.

Roll Call: Diana True, Steve Clifton, Louise Pajak, Tina Owens, Barbara Lachance guest as Library Director.

At 9:18 the Trustees left closed session and a Roll Call ensued

Roll Call: Diana True, Steve Clifton, Louise Pajak, Tina Owens, Barbara Lachance guest as Library Director.

Louise motioned to seal the minutes of the closed session. Steve seconded and motion carried.

Steve motioned to adjourn the meeting at 9:20 pm. Louise seconded and motion carried.

Next Business Meeting

Date and Time of next business meeting {February 12, 2009@ 6:45 pm}