



Sandown Public Library Trustees Meeting
Minutes for February 20, 2014 at 6:45 PM @ Sandown Public Library

Call to Order

Meeting was called to order at 6:45 pm

Attendance

Trustees: Carol Stafford, Diana True, Louise Pajak, Pete Stock

Director: Kirsten Rundquist Corbett

Selectmen's Liaison: absent Patricia Sarcione, Bookkeeper

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

The report was presented and reviewed with no questions.

Acceptance of unanticipated funds

The Director reported there were no unanticipated funds to accept.

Approval of Minutes

January 24, 2014 minutes. The minutes were reviewed. Trustee Pajak motioned to accept the minutes as corrected. Trustee True seconded and the motion carried.

News & Views of the Director

Circulation and Visits

Visits were 3708; Circulation =4364

Programs & Announcements

Director Rundquist submitted a separate report for the Trustees to review.

Old Business

- FY2014 Draft Budget
 - Town Deliberative Session was on February 1st, 8 a.m. –What are our options now that our practice for the last 12 years to offer a Health Reimbursement Benefit has been denied? Discussion ensued and the decision was made to table after the results of the ballot in early March 2014.
- FY2013 Budget - End of year spending
 - Shelving was installed by Tucker Library Interiors on January 29.
 - Replacement of public toilet was completed by Daigle Plumbing on Friday, February 7. The total came to \$552. The check has been cut, and will be mailed upon signing, as well as the necessary tax forms. As we encumbered \$600 from the 2013 budget for this, we will return \$48 to the town.
 - The Kindle Paperwhites and content have been invoiced, reconciled, and paid. Assistant Director Hassard has completed cataloging on the Teen Book Award Kindle, and it is nearly ready for circulation. The Director would like to revisit the Kindle Borrowing Agreement before we start circulating these (see New Business).

- Wowbrary –We earned \$10.02 commission in January just by folks clicking through the Amazon link and placing orders!

- CPR Training
 - CPR training is necessary in addition to the AED training, and was meant to be scheduled for the February staff meeting. Director Corbett is waiting to hear back from Sandown Fire Chief Bill Tapley is working with his in-house certified trainer, Brian Chevalier to find a time to coordinate. In the meantime, we will have a regular staff meeting on February 28 to discuss customer service issues.

- Youth Services Director
 - Status on lack of morning Story Hour: Director Corbett asked YSD Bryant to pick a morning and try it out for a few months when they met for a pre-evaluation on January 30. YSD Bryant was asked to have a plan in place by Presidents' Day. Director Corbett also spoke with Early Childhood Literacy Teacher Dawley about working together with YSD Bryant to schedule a morning storytime. Director Corbett made it clear that if ECLT Dawley wished to take over the morning Story Hour session during the summer when she's available to do it, she would be welcome to run both the morning and afternoon sessions, but under no circumstances should the library be without a morning Story Hour again. YSD Bryant has her first morning Story Hour scheduled for Tuesday, February 25th at 10 a.m.!

- Outside Lighting – Director Corbett spoke with Ron DuLong; He is working on light outside door in Children's Room (waiting on electrician). The light is not working. Still waiting to hear status. On the plus side, the emergency exit by the Children's Room has been shoveled and plowed, so the egress is possible!

- Potential for shared museum passes with other SNHLC libraries: the Directors of the Cooperative discussed the possibility of passes not reserved after 10 a.m. being available for anyone in Co-op to check out. The exceptions will be passes such as the Museum of Fine Arts and the Butterfly Museum, which do not have dated passes, but rather issue the library a set number of passes per year (far fewer than one per day), with an option to purchase more once they run out.

New Business

- New Hampshire Library Association Conference schedule has been released. It will take place on Wednesday and Thursday, April 23-24. Director Corbett will be presenting "Flume 2015: Tremendous Titles for Teens" on Wednesday, April 23rd at 9:30 a.m. (last time presenting this topic!). Her conference registration is free for the day of the presentation, and discounted for the second day. Director Corbett has approached Assistant Director Hassard, Youth Services Director Bryant, and Library Technician II Kehoe about attending, giving them the first opportunity before approaching the rest of the staff. Conference costs: One day attendance \$75.00, Two day attendance \$125. Non NHLA member costs will be \$100 for one day and \$150 for two days. There will be 30 sessions to choose from. A block of rooms has been reserved for this event at a discounted rate of \$129.00 per night. Any SPL staff member who attends the conference will be required to submit reports on the sessions she attends, for review by both the Library Trustees and fellow staff members.

- The READS Spring Round Table theme is "Cultivating Tech-Savvy Library Staff". The Merri-Hill Rock Co-op session will be held on Thursday, March 27. As a MHR member library, our staff may attend for free. Assistant Director Hassard and Library Technician II Kehoe will be attending, with our new Kindles and Surface tablets in hand.

- Borrowers Agreements:
 - Currently when a patron gets a library card, s/he fills out the registration form and signs the DVD/Video Registration agreement and the Internet User Registration agreement. And then that form is destroyed. The only place where it is made clear that patrons are responsible for anything else is on the library card itself, which is not signed. The only other item that requires permission is the e-reader. If we tighten up the initial borrower agreement, then any additional, specific agreement becomes redundant. As it is, the Internet agreement is already redundant, as library patrons must agree to our user policy every time they sign on to a computer.
 - Requiring a parent's signature for a minor not only abridges the rights of the child, as noted in the ALA's Library Bill of Rights, but flies in the face of what we note in our policies: "the Library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor...."
 - The fact that a minor is not currently allowed to check out an e-reader also goes against the 5th article in the Library Bill of Rights: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The Trustees reviewed and discussed the creation of a new Kindle Borrowing Agreement submitted by the Director. Edits to the proposed new borrowing agreement language were suggested. Trustee Owens motioned to accept the new Kindle Borrowing Agreement as reviewed and edited. Trustee Pajak seconded and the motion passed unanimously.

The Director also proposed the Trustees review and consider an update to the patron agreements for Library Card Registration, DVD/Video Registration and Internet User Registration.

Trustee Stafford motioned to adjourn at 8:05am. Trustee Stock seconded and the motion carried unanimously.

Next Friends Meeting

Monday, March 24 @ 6:30

- YSD Bryant has a proposal/request for them regarding Summer Reading. She would like to sell SRP t-shirts and totes.

Next Business Meeting

Date and Time of next business meeting {March 20, 2014 @ 6:45 pm}

Respectfully Submitted,
Tina Owens, Secretary
Sandown Library Trustees