

Sandown Public Library

Board of Trustees Meeting

Minutes: August 14, 2025 at 6:30 p.m.

Call to Order 6:30 p.m.

Attendance (P: Present, A: Absent)

- ☐ (P) Chair Elaine Aubin
- ☐ (A) Vice Chair Marc Zucker
- ☐ (P) Secretary Melissa Tiney
- ☐ (P) Treasurer Barbara Lachance
- ☐ (P) At-Large Robert Menard
- ☐ (P) Alternate Nell Keif
- ☐ (P) Director Brittney Bergholm
- ☐ (A) Selectman Liaison Benjamin Sharpe

Motion to appoint Alternate Trustee Keif as a voting member for this meeting by Trustee Aubin, seconded by Trustee Lachance and unanimously approved.

Members of the Public: Sue Dupouy and Tricia Thomas

Pledge of Allegiance

Public Comment: September 13, 2025 is Reach the Beach. Friends of the Library are seeking baked goods donations for this fundraiser. Friends of the Library continue to fundraise to support library programming.

Correspondence

- Anonymous donation received for \$100 earmarked for Children's programming. Motion to accept donation made by Trustee Tiney, seconded by Trustee Aubin and unanimously approved.

Approval of Minutes

- Date of Minutes: July 10, 2025
- Motion: Trustee Menard
- Second: Trustee Aubin
- Motion passed unanimously. Trustee Tiney, alternate Trustee Keif abstained

Finance Report

- P&L Budget vs. Actual Spreadsheet

- Densen Fund-Edward Jones: Trustees Lachance and Aubin to meet with financial planner on September 8, 2025 for semi-annual review.

Director's Report

- Building: AC units have been freezing. Colonial Plumbing has been out and waiting to hear back on whether it is a repair or replace job. The ACs are potentially dated to 1991 when the library addition was added. To manage the cooling this summer, the electricity costs have been higher. Trustees recommended Director Bergholm obtain quotes for replacement of the system for potential budgeting. The alarm system continues with some faulty alarms. Reinhold Security is monitoring and will bring out tech support if needed for the equipment.
- Federal/Local Updates: update from the State Library, funding for IMLS/library funding grants is still not resolved. Funding at the state level seems to be secured until September 2026.
 - HB2 add new sections regarding compliance with DEI removal initiatives. Unclear how libraries will be impacted at this time.
 - Awaiting Manchester Library policy regarding minor library records being available to parents.
- Programming and library checkouts continue to increase this past month

Old Business

- Sign: Electrical update and the lights are installed, still waiting to see how they are working at night.
- Ramp: no updates, Director Bergholm will reach out to town administrator as well as Selectman Liaison Sharpe for any updates on next steps. Trustees as a group reinforced that this is a safety concern for the library and the town.
- Trustee by-laws and Trustee Investment Policy: Trustee Aubin has been working on the Trustee by-laws and will send out a draft for Trustees to review and edit. Hampstead Library recently revamped their Investment Policy and Director Bergholm will obtain a copy to see the changes made.

New Business

- Start of budget process: Director Bergholm has updated last year's budget proposal with 3% raises, but no other changes made to the budget proposal at this time. Director Bergholm's contract goes until November 2026, trustees will need to update for the final month (December) to reflect the correct salary.
- Outside of building needs: (Government building fund)
 - roof was replaced in 2008
 - handrails with full ramp replacement
 - back door from Children's room railings and stairs are splintering

Adjournment: 7:45 p.m.

Next scheduled meeting: September 11, 2025 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary