

Sandown Public Library

Board of Trustees Meeting

Minutes: September 11, 2025 at 6:30 p.m.

Call to Order 6:40 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 made by Trustee Lachance to make Alternate Trustee Keif a voting member for this evening, seconded by Trustee Aubin and unanimously approved.

Pledge of Allegiance

Public Comment

- Tricia Thomas updated on 9/20/25, 9 a.m.-2 p.m. blood drive at the Sandown Recreation building. Trunk or Treat Halloween at the library will be on 10/31/25 from 4:30-5:30 p.m. Seeking volunteers to decorate vehicle trunks. The Friends of the Library will be donating candy. Regular tick or treating in town will be from 6-8 p.m. that evening. This is primarily geared towards the younger children in town.

Correspondence

- Pay it Forward donation received: Trustee Aubin motioned to accept the donation in the amount of \$5, seconded by Trustee Lachance and unanimously approved.

Approval of Minutes

- Date of Minutes: August 14, 2025
- Motion: Trustee Lachance
- Second: Trustee Menard
- Motion passed unanimously.

Finance Report

- P&L Budget vs. Actual Spreadsheet: spending is on target. Some large subscription bills are due at the end of the year.
- Densen Fund-Edward Jones: Trustee Lachance met with the financial planner Christopher at Edward Jones, Hampstead NH to review the current investment portfolio.
 - Review of investments: In 2023, trust fund monies were moved from CD to large cap stocks and bonds to improve long-term growth as CD rates will not keep up with inflation. This investment strategy should increase growth.
Return on investment (ROI): YTD, the account's return is 12.96%. Since inception in 2021, the ROI is 17%. The balance as of 9/8/25 is \$132, 066.
 - Two Accounts held:
 - Guided Solutions Fund Account - monies invested in this account are in stocks and bonds for long-term growth. There is a fee of 1.08% to manage this account. Balance is \$132,066. No capital gains tax for non-profits when stocks are sold.
 - Select Account: monies in this account are in CDs and mutual funds for short-term investment and easier access. Balance is \$0.00. There is no fee to manage this account. Christopher advised keeping it open in case of a need for cash. There would be no fee charged.
 - Motion made by Trustee Aubin to follow the advice of the Edward Jones advisor to keep the CD account open with no fees to maintain it, seconded by Alternate Trustee Keif and unanimously approved.

Director's Report

- Building: vines removed by the town per Pest-End recommendation, evaluation completed of the back stairs from the Children's Room to the music garden with anticipation that the town will get a quote to replace them in the spring, temporary fix to the building ramp completed.
- Circulation: September is Library Card Sign-Up Month. Concord Public Library hosts an annual competition to see what library in the state can get the most sign ups in the month. Sandown Public Library is doing two giveaways: one for new library card holders and one for current card holders who refer family or friends.

Old Business

- Ramp: temporary metal lip installed over the lip in the ramp. Awaiting town investigation on permanent fix.
- Trustee by-laws and Trustee Investment Policy: tabled for this meeting
- Budget upcoming dates
 - October 14, 2025: Submit to the town
 - October 20, 2025: Select Board Meeting
 - November 5, 2025: Budget Committee Meeting

- Alarm system: continues to need evaluation of malfunctioning sensors

New Business

- Director Bergholm to obtain quotes for HVAC system replacement

Adjournment: 7:40 p.m.

Next scheduled meeting: Budget Workshop September 25, 6:30 p.m., October 9, 2025 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary