

Sandown Public Library

Board of Trustees Meeting

Minutes: October 9, 2025 at 6:30 p.m.

Call to Order 6:37 p.m.

Attendance (P: Present, A: Absent)

- ☐ (P) Chair Elaine Aubin
- ☐ (P) 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

Pledge of Allegiance

Public Comment

- None

Correspondence

- None

Approval of Minutes

- Date of Minutes: September 11, 2025
- Motion: Trustee Lachance
- Second: Trustee Zucker
- Motion passed unanimously.
- Date of Minutes: September 25, 2025
- Motion: Trustee Lachance
- Second: Trustee Zucker
- Motion passed unanimously.

Finance Report

- P&L Budget vs. Actual Spreadsheet: reviewed current P&L
- Densen Fund-Edward Jones: no updates

Director's Report

- Building:
 - fire extinguishers have been serviced, the Library replaced AED expired batteries and electrodes
 - UPS (uninterruptable power supply) failed, quoted at \$200, balance on the technology service plan was sufficient to cover it (\$238).
 - Lane Roofing evaluated the Library roof and it is okay for now. Trustees plan to closely monitor as the roof was installed in 2008.
 - Ramp and back stairs need replacement
 - Discussion regarding creating a capital reserve fund for the library and the next steps for this process.
- State Updates: budget cuts (goal 22%) have been met due to staff attrition. Unclear who will provide library book records for the state. Records are needed for online versions of the card catalog.
- Vendor News: Baker & Taylor is closing by the end of the year. There have been issues this year with orders not being filled through Baker & Taylor. Sandown Library book purchasing has switched to Ingram.
- Circulation: September was Library Card Sign up Month. For Concord's annual contest, Sandown Public Library submitted 15 new cards and 57 renewals during the month.
- Budget Schedule:
 - October 14 Submit budget
 - October 20 Selectboard meeting
 - November 5 Budget Committee

Old Business

- Ramp: plan to boost the ramp to make it more level with the step as a temporary solution to the safety concerns with the ramp. Trustees also identified poor lighting on the ramp as a safety concern. The library is open when it is dark outside and current lighting only illuminates the area by the door.
- Trustee by-laws and Trustee Investment Policy: tabled for now
- Budget: see below

New Business

- AC Quotes: still waiting for quotes. System was installed 33 years ago, is failing and requires replacement before the next cooling season. The elevated electrical costs over the summer seem related to the AC as the costs have normalized with the return of cold weather.

Nonpublic discussion under RSA 91-A:3, II

- Motion made by Trustee Aubin to move to nonpublic discussion at 7:40 p.m. pursuant to RSA 91-A:3, II for employee matters. Motion seconded by Trustee Zucker. Motion unanimously approved by roll call vote.
- Public discussion resumed at 7:52 p.m.
- Motion made by Trustee Tiney to seal nonpublic discussion minutes. Motion seconded by Trustee Lachance, unanimously approved by roll call vote.

Budget

- Motion to accept the Sandown Public Library budget in the amount of \$394,355 made by Trustee Zucker, seconded by Trustee Aubin and unanimously approved.
- Trustee Lachance wanted to publicly acknowledge all the work Director Bergholm put into creating a budget that accurately identifies the funding needs of the Library.

Adjournment: 8:20 p.m.

Next scheduled meeting: November 13, 2025 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary