

Sandown Public Library

Board of Trustees Meeting

Minutes: November 13, 2025 at 6:30 p.m.

Call to Order 6:30 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

Public Members: Nicole Barta, Sue Dupouy and Tricia Thomas

Pledge of Allegiance

Public Comment:

Programming updates: Bell Ringers on Sunday 12/14/2025 at Town Hall, courtesy of the Friends of the Library, Boxwood trees 12/13/2025 at Rec Center. Children's activities include butter making in November, program with Rec and Sandown PTA.

Library staff members are donating a tree to the Festival of Trees sponsored by the Recreation Department to generate funds for the Sandown food pantry.

Friends of the Library: next meeting is 12/3/2025 at 6 p.m. with pizza and a cookie walk followed by a meeting at 6:30

Correspondence Motion to accept an unrestricted donation in the amount of \$500 from Granite State Communications Pioneer Club made by Trustee Zucker, seconded by Trustee Lachance and unanimously approved.

Approval of Minutes

- Date of Minutes: October 9, 2025, with corrections
- Motion: Trustee Lachance
- Second: Trustee Aubin
- Motion passed unanimously.

Finance Report

- P&L Budget vs. Actual Spreadsheet
- Densen Fund-Edward Jones

Director's Report

- Building: Pest End doing quarterly pest check on 11/13/2025. Lights on the library sign are now functional.
- Circulation: September was Library Card Sign-up Month. For Concord's annual contest we submitted 15 new cards and 57 renewals during the month. Update—we placed 7th in the entire competition.
- Conference: Brittney is attending the NHLA Fall Conference and Business Meeting, Friday, November 14, 2025.

Old Business

- Trustee by-laws and Trustee Investment Policy: NHLTA website with options. Trustees Aubin and Menard will work on the by-laws. Trustee Lachance and alternate trustee Keif will work on the Investment policy and including specific information regarding the Densen Fund and how it can be spent. Tabling this explorative process until January.
- Budget: meeting with Select Board on Monday, November 17, 2025, Budget Committee on December 3, 2025. The Library Board of Trustees is proposing a budget with an increase of approximately 3 percent which was submitted today to the town manager.

New Business

- Library Statistics: discussion regarding putting end-of-year stats on the library webpage and in the Town Report.

Nonpublic discussion under RSA 91-A:3, II

- Motion made by Trustee Aubin to move to nonpublic discussion at 7:35 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 7:50 p.m.
- Motion made by Trustee to seal nonpublic discussion minutes made by Trustee Tiney. Motion seconded by Trustee Zucker, unanimously approved by roll call vote.

Adjournment: 7:53 p.m.

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

Respectfully Submitted,

Melissa Tiney, Secretary