

Sandown Public Library

Board of Trustees Meeting

Minutes: December 11, 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
- (A) Treasurer Barbara Lachance
- (P) At-Large Robert Menard
- (P) Alternate Nell Keif
- (P) Director Brittney Bergholm
- (A) Selectman Liaison Benjamin Sharpe

Motion to make Alternate Trustee Keif a voting member made by Trustee Aubin, seconded by Trustee Zucker and unanimously approved.

Members of the Public: Nicole Barta

Pledge of Allegiance

Public Comment: none

Correspondence

- Cathy received a thank you note from a patron.

Approval of Minutes

- Date of Minutes: November 13, 2025
- Motion: Trustee Zucker
- Second: Trustee Menard
- Motion passed unanimously.

Finance Report

- P&L Budget vs. Actual Spreadsheet: 2 payroll cycles left, reviewed end of year expenditures
- Densen Fund-Edward Jones: no changes

Director's Report

- Building: Lynne called and town has moved forward with scheduling for installation of the new AC units
- Legislation: HB 273 will be live January 2026 (parental rights for accessing library card data for their children), new HB 1214 has been introduced.
- Trustee positions: Trustees Aubin and Zucker's seats are up for reelection this coming March
- Trustee 2026 Meeting Schedule: 2nd Thursday of each month at 6:30 p.m.

Old Business

- Trustee by-laws and Investment Policy: Trustees Aubin and Menard will form a workgroup to rewrite the bylaws starting in January, Trustee Lachance will be working on the Investment policy also starting in January.

New Business

- 2026 Holiday schedule: Motion to approve the Holiday schedule made by Trustee Tiney, seconded by Alternate Trustee Keif and unanimously approved.
- Circulation/Card Holder Policy: Director Bergholm will modify the policy used by Manchester Public Library and will update Trustees when completed. Will meet before the end of the year to approve this policy as the new state law goes into effect January 2026.
- End of Year Spending: will consider pre-pay of Libby and Hoopla services as these are expensive and in high demand from patrons. Also will consider cleaning carpets and upholstery using the same company used before. Director Bergholm to obtain updated quote and total amount of end of year funds after contractual obligations and present to trustees for a final vote.

Nonpublic discussion under RSA 91-A:3, II

- Motion made by Trustee Tiney to move to nonpublic discussion at 7:19 p.m. pursuant to RSA 91-A:3, II (a) for employee matters. Motion seconded by Trustee Aubin. Motion unanimously approved by roll call vote.
- Public discussion resumed at 7:26 p.m.
- Motion made by Trustee Tiney to seal nonpublic discussion minutes. Motion seconded by Trustee Zucker, unanimously approved by roll call vote.

Adjournment: 7:29 p.m.

Next scheduled meeting: January 8, 2026 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary