



*Sandown Public Library*  
**November 19, 2009**  
FINAL  
*Trustees Meeting Minutes*

**In Attendance**

Trustees: Diana True, Carol Stafford, Tina Owens and Louise Pajak. Library Director: Barbara Lachance. Bookkeeper: Patti Sarcione.

In Absentia: Selectmen's Liaison: Nelson Rheume; Steve Clifton

**Approval of Minutes**

Approval of October 22, 2009 minutes

Trustee Pajak motioned to approve the minutes with corrections. Trustee Stafford seconded and the motion carried.

**Finance Report**

Financial Reports – Patricia Sarcione, Bookkeeper

Review of report ensued. Discussion regarding payment for the new shelving and status of the library savings account ensued.

Payroll and Benefits Management Program  
There were no new developments to report.

**News & Views of the Director**

Circulation and Visits:

Total October 2009 visits down 2% over October 2008.

Total October 2009 circulation up 9.6% over October 2008

Programs & Announcements :

The Trustees commented on the theme displays at the end of each book stack noting these are both interesting and attractive. The Library Director informed the Trustees that Asst Director Cathy Hassard is responsible for the displays. Thanks Cathy – very creative work!

Our new Youth Services Director Jennifer Bryant started on Tuesday, Nov. 17<sup>th</sup>. Ms. Bryant is from Henniker, NH. She received her Masters in Library Science from Syracuse University in 2000.

*OCTOBER Event Recap: Bake and Decorate Month*

Circulation of cake pans doubled over October 2008 and had its highest usage of 2009. Usage of Cake Decorating books tripled over October 2008 and October 2009 showed highest monthly usage of books in this category. The Cookbook category in October 2009 doubled usage over October 2008 and also had its highest usage for 2009.

The best decorated cake contest winner was Dawn Mazur for her three-dimensional Winnie the Pooh cake.

*NOVEMBER "Theme for the Month": Honoring Veterans -*

The Library is honoring Sandown veterans throughout the month of November. BeanTowne Cafe in Hampstead donated 30 gift certificates for a free cup of coffee for any veterans that visit the library during November. So far 23 veterans have signed in.

The display of photos, medals, and memorabilia from local military groups and veterans expanded from the exhibit case to the windowsills in the Reference Room. The staff continues to receive positive feedback for the recognition of our veteran's service.

For Children:

Pre-School Story Hour Coordinator Judy LaPorte should be commended for a great job planning children's programs for November and December during the job search for the Children's Librarian replacement. Four weekly Story Hour sessions continue. Voting for the Ladybug Books takes place throughout November. Miss Judy held a special Ladybug/ Pajama Story Hour on Tuesday, Nov. 10 with 22 people attending. The movie, "Up", was shown on Saturday, 11/14/09 with 19 people attending. The movie, "Santa Buddies" will be shown on Wednesday, 11/25/09.

*DECEMBER "Theme of the Month": Homemade Holiday Crafts*

December will feature homemade holiday items in the display case and a Holiday Centerpiece workshop will be held on Wednesday, Dec. 9. Sandown resident and Friend of the Library Louise Chartier will host the workshop. Susanne Catulli of Susanne's Florist in Hampstead is donating the greens and plans to assist Louise with the workshop.

Children: Movies will be held on Saturdays, 12/5, and 12/19. On Saturday, Dec. 12, the Library will sponsor a holiday program for children at the Town Hall. Performer Greg McAdams will entertain families with a "Polar Express" program.

Trustee Stafford requested the Library Director investigate offering the "Adopt a Book Program" which has been a traditional event and well received in the community.

2010 Calendar

The overall theme for 2010 Library programming is The Library and Our Community.

Monthly themes are:

- Jan: National Bird-Feeding Month – bird books
- Feb: Winter Olympics/ Bake for Family Fun Month – sports books, cookbooks
- March: March Forward without fines/ Time Magazine Anniversary - magazines
- April: National Library Week / Gardening – children's books with characters, gardening
- May: National Photo Month / Fine Free Food Donation Month - photography
- June: Great Outdoors Month – hiking, camping, travel books and museum passes
- July & August: Summer Reading - "Make a Splash ... Read"
- Sept: Banned Book/ National Coupon Month – banned books, community sharing
- Oct: National Book Discussion Month / National Work & Family – discussion club, genealogy databases
- Nov: Family Stories Month / Thankful for our Community Story Month – dvd on Town
- Dec: Holiday Cooking Month – cookbooks, community sharing

Holiday closings updates:

The Library will be closed on Thursday, Dec. 24 and Saturday, Dec. 26. The Library will close at 3 p.m. on Thursday, Dec. 31 and re-open on Saturday, Jan. 2.

#### Collection Maintenance:

The new shelving was installed on Friday, Nov. 6 by Tucker Interiors. Since Town Departments did not want the old display cases or table, the items were given away to interested residents.

During the process of shifting materials onto the new shelving units, the decision was made to eliminate the Juvenile and Young Adult audio cassettes, which have shown very little usage over the past year. Patrons primarily use the CD format for audio books. Plans are underway to eliminate the adult movies in the VHS format. This will allow for more space for the heavily used DVD collection.

#### **Computers/Networking**

As noted in the October 22, 2009 Trustees Meeting Minutes, Selectmen's Liaison Rheaume reported the Town will not need the \$5000 the Library Trustees agreed to set aside in the event of a town budget shortfall. Therefore, and in light of this development, Trustee Pajak motioned the Trustees authorize the Library Director to purchase two (2) computers and operating software upgrade not to exceed \$3500. Trustee Owens seconded. Motion carried.

#### **Old Business**

The Youth Services Director position has been filled and will be paid at the agreed rate of \$17.50 per hour. The Youth Services Director's position is a 25 hour per week position.

TD Bank account discussion postponed

#### Emergency Closing Policy

The Trustees conducted one final review of the proposed policy as posted in the October 22, 2009 minutes. There were no changes. Trustee Owens motioned to approve the policy as written. Trustee Stafford seconded and the motion carried.

#### Emerging Technologies

Discussion ensued regarding the purchase of E-book technology, like the Kindle, for the library. It was determined that fines cannot be used to purchase this technology. Therefore, Trustee Pajak motioned to authorize the Library Director to purchase two (2) E-books for the library using 2009 funds. Trustee Stafford seconded and the motion carried.

#### Other

Director Lachance submitted a revised 2010 budget reflecting the removal of two (2) computers as requested by the Budget Committee.

#### **New Business**

##### Public Notice in December to Accept Donations

Library Director reviewed the wording she will use in the newspaper to announce acceptance and expenditure of gifts and donations to the library in 2009 at the December 2009 Trustees meeting.

##### Payment Schedule for 2010 budget

The Library Director presented the payment schedule to the Trustees for review and approval. Trustee Pajak motioned to accept the schedule as written. Trustee Stafford seconded and the motion carried.

Personnel Policy - Director Lachance reviewed the holiday policy and clarified holiday pay policy with the Trustees.

#### **Next Business Meeting**

Date and Time of next business meeting {Thursday, December 10, 2009 @ 6:45 pm}

Respectfully submitted,  
Tina M. Owens