



SANDOWN PUBLIC LIBRARY

305 Main Street • P.O. Box 580 • Sandown, N.H. 03873 • 887-3428

Sandown Public Library Trustees
Meeting Minutes
December 14, 2011

Attendance

Trustees: Steve Clifton, Diana True, Carol Stafford and Tina Owens.

Library Director: Barbara Lachance

Bookkeeper Patricia Sarcione

In absentia: Trustee Louise Pajak, Selectmen's Liaison: James Devine

The meeting was called to order at 6:52p.m.

Finance Report

Financial Reports –

The budget is overall at 91.7% spent which is on track. The Library Director pointed out a few line items that are under-spent but will be expended by the end of the year.

Staff is using extra hours to come in and work on the bar-coding project. The Library Director has brought back a former page to also work on the project during the winter break. Trustees had no issues with this development. Trustee Clifton advised to please remain within the budget.

Discussion ensued regarding the remaining budget dollars to be spent before year's end.

The Trustees, Bookkeeper and Library Director discussed areas where the library has resource needs. Discussion ensued. The Bookkeeper reviewed the remaining known expenses and the subsequent balance – estimated to be roughly \$3,200. A review of each budget line item ensued and the decision was made to purchase 2 additional computers given the cost savings of planned purchases throughout the year. Therefore, Trustee Clifton motioned to authorize the Director to purchase two additional computers not to exceed a budget of \$2000. Trustee Owens seconded and the motioned carried unanimously.

Acceptance of unanticipated funds/gifts:

\$50.00 donation was made to the Library from Mr. and Mrs. Walter Fields.

Trustee Owens motioned to accept the unanticipated funds/gifts as reported; Trustee True seconded and the motion carried unanimously.

Payroll and Benefits Management Program

The NH Retirement System (NHRS) Board has approved the Library's application to manage our payroll independent of the Town of Sandown. The Library Director submitted the letter to the Town to inform the Board of Selectmen (BOS) of the change in payroll management. The Library's Bookkeeper and the Library Director met with the Town's Finance Director to prepare for a smooth transition of payroll management. Questions arose regarding insurances that the Library should have and whether the library needed to have its own policy.

1. Workmen's Compensation & Unemployment Insurance: Because the Library will be using its own EIN # to do its payroll, the Library cannot be covered under the Town unemployment or workman's compensation policy. The Library Director received quotes from Primex, which is the same company that the Town uses for these insurances. Most of the money should already be allocated in the Town's insurance budget line so it would just be a matter of transferring the amount to the library account.
2. Health Insurance: The Town's health insurance broker researched whether the Library's one full-time employee could still be covered on the town's policy since the employee would no longer be on the Town's payroll.
3. Department of Labor needs a record of workmen's compensation insurance before they will allow the Library to begin bi-weekly payroll.

Discussion ensued regarding the Library's options. Trustee Clifton noted the Library Employee's are not employees of the Town of Sandown rather they are Employees of the Sandown Public Library. However, the Sandown Public Library is part of the Municipality known as the Town of Sandown and it should be confirmed there are truly no options to keep the Sandown Employees on the Town's health insurance plan.

Approval of Meeting Minutes

Approval of November 17, 2011 minutes

A motion was made by Trustee Clifton to approve the minutes as corrected. Trustee True seconded. Motion carried. Trustees voted unanimously to approve.

ILS – Integrated Library Systems:

Training on the upgraded ILS system started today, Dec 14, 2012. The Library Director requested that lunch for the employees be covered by the budget.

The Library Directors from the three towns in the Southern New Hampshire Library Cooperative (SNHLC) meet regularly to prepare for the upcoming migration to the upgraded ILS system. The Library Director updated the Board on decisions by the other two libraries regarding policy issues that need to be agreed upon by the Cooperative.

1. Non-resident fee: \$75.00 / min \$65.00: Atkinson will agree to either \$65.00 or \$75.00. Plaistow agreed to \$65.00. Sandown Trustees agreed to \$65.00 as well
2. Loan Periods: Atkinson and Plaistow both agreed to 3 weeks; Sandown Trustees concur.
3. Grace Period: Atkinson and Plaistow both agreed to no grace period; Sandown Trustees concur.
4. Change fines to 10 cents/day – Plaistow and Sandown agreed; Sandown Trustees concur.
5. Walk-in patrons –Atkinson and Plaistow both agreed that walk-in patrons have same privileges as residents. Plaistow will also offer an "in-house" card for \$55 that would allow a non-resident to have privileges just in Plaistow and not part of the co-op. The co-op card would be \$65.00.

The Library Director discussed with the Trustees a suggestion presented by the co-op Library Directors to hire a marketing consultant to assist the co-op with promotion and publicity for the launch of the co-op.

The staff has begun the re-barcoding process of all library materials. Everyone is working on the project. Adel-XT is working on a problem with extracting the patron records from InfoCenter for the migration to the Koha system. The problem may be due to corrupt records. Adel-XT will keep the Library Director informed on the issue.

Circulation and Visits:

Total November visits increased 2% from November 2010.

Total November 2011 circulation increased 12% from November 2010 circulation.

Events & Announcements:

November Programs:

10 Adult Programs with 62 attending; 15 Children's programs with 78 attending

December Programs:

Adult events include: Craft Class, movie, knitting and book discussion.

Children's events include: story hours, craft class, chess club, and Rockin' Readers book group.

Facebook: The library now has 107 fans on Facebook.

Discussion of the draft policy for the use of the Library's Facebook page was tabled until next meeting. Until the policy is approved, the Library Director changed the settings so that no one but the moderator may post or comment on the page.

Personnel and Training:

The Library Director requested that former library page, Samantha Dulong, be re-instated on the payroll for 2012 to help with the bar-coding project during her winter break from college. The Trustees agreed so long as the Library Director stays within our budget.

Computers:

Technology Plan Review - Nothing new to report

Computer Replacement –Nothing new to report

Computer Class – pending

Friends of the Library:

The Friends held their annual holiday gathering on Monday, Dec. 5. Trustee Tina Owens attended.

The next Friends meeting is January 23, 2012. Steve Clifton will be representing the Trustees at the meeting.

Old Business

Marlow Memorial Bench – pending

2012 Budget Preparation

The Library Director suggested that certain line items in the 2012 budget need to be changed to reflect the actual expenditures for the year. The Trustees agreed that we will add this to our January Trustees meeting agenda. Trustee Owens noted the Budget Committee has not yet posted the date of the Public Hearing other than that it will occur sometime in January.

Library Building Needs 2011

Nothing new to report

Carpet Replacement costs – The library Director is waiting for a quote from Ed's Flooring America in Plaistow to repair the carpet.

New Business

Payment Schedule from Town

The Library Director presented the 2012 payment schedule from the Town. The Trustees agreed and provided required signatures.

Story Hour program 2012

The Library Director requested continuation of the current outsourcing of the Story Hour program for 2012.

Discussion ensued. The Director reported attendance is increasing. The expense will likely come from the Program Line item. Trustee Owens motioned to approve the continuation of outsourcing the Story Hour program for 2012 for a cost not to exceed \$2000. Trustee Clifton seconded and the motion carried unanimously.

Correspondence – letter received from Timberlane Regional School District regarding safe drinking water.

Discussion ensued. No action was required.

Lending Video games – The Library Director presented a draft policy for collecting and lending video games. Trustee Clifton objected to the cost of replacing lost brochures maintaining that the Library Director should check if PDF versions of the manuals exist and, if so, to print from the PDF and circulate a copy vs. the original. Trustees concurred and the Library Director will strike that language.

Trustee Clifton provided other suggestions for the policy and the Library Director will edit the policy accordingly.

OTHER

2012 Holiday Policy

The Library Director submitted the proposed holidays for 2012 and the Trustees reviewed. The floating holiday for 2012 will be Christmas Eve.

2012 Programming Idea

Discussion ensued regarding scheduling a program in January that features several state and local organizations that provide help for families and citizens in need.

The Library Director reviewed a proposed warrant article from the Town and Board of Selectmen regarding a request to allocate funds for loam and seed at the Library. Discussion ensued and a decision was made to advise no purchase of seed or loam until the library grounds are equipped with an irrigation system.

CLOSED Session

Trustee True motioned to enter closed session at 9:35pm, Trustee Clifton seconded and the motion carried.

At 9:40pm the Trustees re-entered open session and roll call was conducted.

Roll Call: Trustee Clifton - present, Trustee True - present, Trustee Stafford - present, Trustee Owens - present. Library Director Lachance – present

Trustee True motioned to seal the minutes, Trustee Stafford second and the motion carried unanimously.

Trustee Stafford motioned to adjourn at 9:45pm and Trustee Clifton seconded and the motion carried unanimously.

Next Business Meeting

Date and Time of next business meeting {January 19, 2012 @ 6:45 pm}

Respectfully submitted, Tina M. Owens, Secretary