



SANDOWN PUBLIC LIBRARY

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*Sandown Public Library Trustees
Meeting Minutes
April 14, 2011*

Attendance

Trustees: Tina Owens, Louise Pajak and Diana True. Selectmen's Liaison James Devine

Library Director: Barbara Lachance

In absentia: Trustees Carol Stafford and Steve Clifton and Bookkeeper: Patricia Sarcione

The meeting was called to order at 6:45 p.m.

In honor of Volunteer Week, the Selectmen's Liaison presented each member of the Board of Library Trustees with a small gift in appreciation of their dedication to the Town.

Finance Report

Financial Reports – In the absence of the Bookkeeper, the Library Director presented the monthly budget report.

Acceptance of unanticipated funds: Donation from the Sandown Mothers Club for \$25.00 to help defray costs for the Bunny Hop Party. Trustee Pajak motioned to accept the donation, Trustee Owens seconded and the motion carried with a unanimous vote in favor of the motion.

Payroll and Benefits Management Program: The Library Director presented the ongoing question of whether or not the Library needs its own EIN (Employee Identification Number) or should the Library be using the Town's EIN. The matter was tabled in March. Discussion ensued with Trustee True asking the questions of the pros and cons of the Library having its own EIN vs. use of the Town's EIN. Trustee Pajak motioned the Library Director pursue the acquisition of an EIN for the management of the Sandown Library's Payroll and Benefits. Trustee True seconded and the motion carried with a unanimous vote in favor of the motion. The Library Director will work with the Bookkeeper to acquire the EIN.

Approval of Minutes

Approval of February 17, 2011 minutes

Trustee True motioned to accept the minutes with corrections. Trustee Pajak seconded and the motion carried with a unanimous vote.

Approval of March 17, 2011 minutes – tabled as there was not a quorum of March meeting attendees present

News & Views of the Director

Circulation and Visits:

Total visits decreased -5% from March 2010.

Total March 2011 circulation decreased 1% from March 2010 circulation.

Programs & Announcements :

APR: Arts Appreciation at the Library

29 Events Planned: 9 Adult; 18 Children and 2 for All Ages.

See attached Calendar for Specific Programs.

Snapshot Project: Sandown Library participated in the NH Library Association's Snapshot Project, "One Day in the life of NH libraries" on April 12. Photos, stories, and stats were taken of different activities that happened that day in libraries across NH as a way to exemplify the invaluable services and benefits of libraries in NH communities.

Earth Day: The Library is a trash-bag pick up center for Sandown residents participating in the Conservation Commission's Earth Day clean-up program on Saturday, April 16. The Garden Club will also be on-site to give out free packets of wild flower seeds.

Friends of the Library:

At their March 28th meeting, the Friends approved an annual budget, which included paying \$1830 for six museum passes for 2011. They will be holding their upcoming Plant, Book and Bake Sale on Saturday, May 21 from 9 a.m. – 1 p.m. Their next meeting will be Monday, May 2 to finalize plans for the Plant Sale. Their next regular business meeting is Monday, May 23 at 7 p.m.

Facebook: The library now has 85 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

Personnel and Training:

Great response was received from the library staff on the Downloading eBooks training session held on March 25th.

Library Director and Library Technician II attended a READS workshop on collection development and weeding on April 8th in Rye, NH. Librarians shared ideas and solutions from their experiences including: there is a new DVD labeling process that improves workflow efficiency and more libraries are exploring Netflix as an alternative to ILL. The Library Director will explore both ideas for use at the Sandown Library.

The Library Director will attend the 2011 Spring NHLA Conference on Thursday, May 5 and the NHLTA Conference in Bedford on May 9.

Repairs and Maintenance:

Repairs to the library sign are completed and the sign is once again in working order. The repairs were done by Summit Signs.

The furnaces will be cleaned on Tuesday, April 19 by Difeo Oil.

The Town Custodian dropped off paint samples for the Library to choose a new color for the doors and railings.

The Building is also scheduled to be power-washed this year.

The Town is beginning the process of a RFP for heating oil costs. The Selectmen's Aide asked if the Library building would like to be included in the bid process.

Computers/Networking:

ILS – Integrated Library Systems: The three library directors met on Tuesday, April 12 to prepare for the joint meeting of the Trustees.

A meeting of the Library Trustees of Atkinson, Plaistow and Sandown is scheduled for Tuesday, April 26 at 6:30 p.m. at the Kimball Public Library in Atkinson. A representative from ByWater Solutions will demonstrate the open-source ILS system Koha and answer questions regarding consortial arrangements.

Old Business

CIP Update - pending

E-Rate: The Library Director filed the second of four forms with Universal Service Administrative Company (USAC) to begin the process of obtaining discounts on telecommunication costs. Confirmation was received that Form 471 was accepted with one correction. The discount will be based on the urban rate of 40% instead of the 50% rural rate. Sandown is in the area of Rockingham County designated as urban.

The new databases, Mango and Universal Class officially began on April 1, 2011. The Library Director contacted the Tri-Town news reporter who will write separate stories on each of the databases.

A two-day Basic Computer Training for Adults workshop was held on Tuesday, April 12 and Wednesday, April 13 with 7 people attending each day. Lynne MacDonald from Knowledge Tree in Londonderry, NH conducted the workshops. The response from the participants was very positive.

New Business

The Library Director updated the value of the Library contents for insurance purposes based on a 2001 form that was used in the past.

The Library Director informed the Board about a new book covering system called Colibri, which she is looking into as a possible alternative to our present book covering procedure.

Closed

Closed Session

Trustee Pajak motioned that we enter Closed Session at 8:15pm. Trustee True seconded and the motion carried with a unanimous vote.

Trustee Owens motioned to end Closed Session at 9:09pm, Trustee Pajak seconded and the motion carried with a unanimous vote.

Roll call: Louise Pajak, Tina Owens, Diana True; Library Director Lachance was invited to attend.

Trustee Pajak motioned to seal the minutes of the closed session.

Trustee Pajak seconded and the motion carried with a unanimous vote.

ILS DEMO meeting

Date and Time: Tuesday, April 26, 2011, 4:45pm for dinner; 6:30 presentation at Atkinson Public Library .

Next Strategic Planning Session

Date and Time of the next business meeting {Thursday, May 12, 2012 @7pm}

Next Business Meeting

Date and Time of next business meeting {Thursday, May 19, 2011 @ 6:45 pm}

Trustee Pajak motioned to adjourn at 9:15 p.m. Trustee True seconded and the motion carried unanimously.

Respectfully Submitted,

Tina M. Owens