



## SANDOWN PUBLIC LIBRARY

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

### *Sandown Public Library Trustees* *Meeting Minutes* **November 18, 2010**

#### **Attendance**

Trustees: Louise Pajak, Tina Owens, Carol Stafford and Diana True

Library Director: Barbara Lachance

Bookkeeper: Patricia Sarcione

In absentia: Trustee Steve Clifton and Selectmen's Liaison: Steve Brown

The meeting was called to order at 6:55 p.m.

#### **Approval of Minutes**

Approval of September 16, 2010 minutes – Trustee Pajak motioned to approve with corrections. Trustee True seconded and motion carried with a unanimous vote.

Approval of October 8, 2010 minutes – Trustee True motioned to approve with corrections, Trustee Pajak seconded and motion carried with a unanimous vote.

#### **Finance Report**

Bookkeeper Sarcione presented the budget and discussion ensued.

#### Acceptance of Unanticipated Funds

Trustee Owens motioned to accept the following donations, Trustee Stafford seconded and the motion carried.

Donations in memory of Dorothy Drowne:

\$25.00 Linda Greenwood

\$25.00 Hazel Marlow

Donations in memory of Mrs. Eleanor C. Bassett:

\$40.00 Barbara and George Gorton

#### Payroll and Benefits Management Program

Discussion tabled until December meeting. Library Director reported she is still researching details.

### 2011 Benefits and Budget

The Board of Selectmen approved the health insurance benefit at their Nov. 15<sup>th</sup> meeting. The 2-person rate for 2011 is \$1,024.66 per month; 95% paid by the Town is 973.43 and employee 5% is \$51.23.

The Town's cost at 95% for the year is \$11,681.16. The employee's deductible was increased from \$1000 per person to \$2000 per person.

The Library Director then submitted a corrected budget reflecting the following changes: the \$78.86 per month increase over 2010 or a total annual increase of \$946.32 to the library's benefits line.

### Circulation and Visits:

Total visits up 5.7% from October 2009.

Total October 2010 circulation decreased 21% from October 2009 circulation.

We are still experiencing problems with the circulation system. The Library staff reported specific problems that have been forwarded to Adel-XT, who will work with InfoCentre to resolve.

### Programs & Announcements:

OCT: National Friends of the Library Week went well. 48 patrons signed the "gratitude" book created by Asst. Librarian Cathy Hassard. The library staff cleaned out one of the alcove areas for the Friends to use for all their supplies. The Highway Dept crew helped to move some of the heavy furniture.

The Sandown Books & Bites Discussion Group held a special book discussion meeting on Tuesday, October 19<sup>th</sup> and 4 people attended.

### Children's Programming:

Seven special programs for school-age programs were presented in October. They included: 10/6 - Hawke the Reading Dog (3 attending); 10/6 - Mad Hatter Day (10); 10/9 - Wii Games (3); 10/23 - Saturday movie (10); and 10/30 - Halloween Party (56).

The Youth Services Director also initiated a Reading Club for 4<sup>th</sup> and 5<sup>th</sup> graders on 10/20 with 7 attending and a Science Club for children 8 years and up on 10/16 with 14 attending.

Winners of the Pumpkin Decorating Contest were Scariest - Chaput Family; Funniest - Fox Den; Most Original - Mazur Family and Olesen Family.

NOV: In honor of Thanksgiving and Families Stories Month, the library will honor its Family of Library Users. Our Family Tree will be on display with photographs and signature leaves of all of our library users who make up our Library Family.

### **Genealogy Workshop**

Seven people attended the workshop, 'Beginning Genealogy,' presented by Genealogist Marianne Marcussen on Monday, November 15th.

### **Sandown Oral History Presentation**

Also to honor our Sandown roots, the library held two showings of the video, "Small Town, Big People," which highlighted interviews with Sandown residents who have grown up in the town. Six people attended including Mike Harnois and Trustee Tina Owens who were instrumental in the making of the video.

### **Pumpkin Centerpiece Workshops**

In order to accommodate the interest and seniors, the Library held two workshops for the Pumpkin centerpiece program in November. 17 patrons participated in the events with Friends Treasurer Louise Chartier.

### **Children's Programs**

Pre-school Story Hours continue throughout November with Miss Judy. The children enjoy the fall season with books, music, and crafts about apples, leaves, pumpkins and more. Check the Calendar for dates and times.

### **Saturday Movies**

Four children attended the movie, "Toy Story 3" on Saturday, Nov. 13. "The Last Airbender" Rated PG, will be shown on Saturday, Nov. 20 at 10:30 a.m.

### **Student Reading Group**

Eight people attended The Rockin' Readers Book Club on Wednesday, Nov. 17. Discussion was lively with everyone enjoying the book. The next book selection is Hatchet by Gary Paulsen.

### **Science Club**

The Science Club will meet at 1 p.m. on Saturday, Nov. 20 to experiment with leftover Halloween candy.

### **Library Closing**

Library will be closed on Thursday, Nov. 11 for Veteran's Day and on Thursday, Nov. 25 and Saturday, Nov. 27 for the Thanksgiving Day Weekend.

### **Friends of the Library:**

The Friends received notice that their 501 (c)(3) application was approved by the IRS.

### **Senior Programming:**

Friends Volunteer Vera Kirk agreed to help the Library Director with programming ideas for seniors. Ms. Kirk developed a survey that was distributed to seniors asking for input into activities of interest, dates and times that would be most convenient. The survey is co-sponsored by the Library and the Sandown Parks and Recreation Department. Ms. Kirk is in the process of tabulating the results of the survey.

## **Website**

Facebook: The library now has 62 fans on Facebook. Updates to the site are done by the Youth Services Director and the Library Director.

## Personnel and Training:

The Library Director attended the Fall meeting of NHLA in Concord, NH on Thursday, 11/4/10 and the Merri-Hill-Rock co-op meeting on Wednesday, 11/10/10.

The Assistant Director and Library Technician II participated in an online training session on Ebscohost's Novelist database.

The Library Director and the Library Technical Support person participated in an online training session dealing with Koha, an open-source ILS system.

NHSL librarian Bobbi Slossar will present a training session for the library staff on Getting the Most Out of Google on Friday, Dec. 3.

## Repairs and Maintenance:

Sprinkler head installed over furnace by Paradis Plumbing.

Toilet seat replaced in public bathroom.

Exterior door painting by Town Custodian cannot be done because the Town does not have the funds for the paint.

Dave Dupouy made two new benches for the children's room out of the wood from the reading table that Paul Densen had made years ago.

Dave Dupouy is also going to install more pegboard in the meeting room for cake pan storage.

## **Computers/Networking**

Technology Plan Review

Trustee True presented and reviewed the updated Technology Plan which she and Trustee Clifton updated since the October Trustees meeting.

Computer upgrade – pending based upon Windows operating system issues and the choice of a new ILS system.

## Computers:

ILS – Integrated Library Systems: The Library Director is researching different ILS software to replace our current product. She has spoken to two librarians who have completely different types of software to get their opinion and experience. She has also had one online demonstration on an open source product and has set up an appointment for a demo on a proprietary product. She is also waiting for an answer from Mary Russell at the NH State Library who is working on a consortia deal for small libraries.

## **Old Business**

Venues for Library promotion: The Library Director contacted the Town Moderator about the library hosting a table in the basement of the Town Hall on Election Day. The Town Moderator approved the request.

### Survey Results Discussion

Trustee True recommended that as we get closer to implementing our strategic plan, we need to create a narrative recapping the results of the survey.

### **New Business**

#### Repair of Exterior Sign

Several things are falling apart

Trustee Pajak motioned the Trustees agree to approach the Friends of the Library to help cover the costs of repairing the exterior sign. The total cost is \$985 and the Trustees agreed to ask the Friends to cover \$400 of the repairs and the Library will cover the balance. Trustee True seconded and the motion carried with a unanimous vote.

#### Social Software Policy

A sample social software policy was submitted by the Library Director for the Trustees to review. Discussion will continue at the next business meeting.

#### Town Hall Correspondence

Director Lachance reviewed with the Trustees the plans from the Town and Sandown Public Works Director to seek bids for rototilling, regarding, hydro-seeding and irrigation at Town buildings including the Sandown Public Library.

#### 2011 Holiday Schedule

Director Lachance reviewed the holiday schedule. Discussion ensued regarding the fact that Christmas and New Years Days are on Saturday in 2010/2011.

#### E-Rate application

E-Rate is a grant money application program to help libraries with their technology costs. Ex: a library could get a 40% discount off their monthly phone bills if qualified. There are restrictions a library must meet to qualify but Director Lachance would like to pursue if participation would provide a savings.

#### Date for Strategic Planning Work Session

Thursday, January 6, 2011 @ 7:00pm

### **Other**

**Closed Session**

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Trustee Pajak motioned to seal the minutes of the closed session. Trustee Stafford seconded and the motion carried with a unanimous vote.

**Next Business Meeting**

Date and Time of next business meeting {Thursday, December 16, 2010 @ 6:45 pm}

Trustee Pajak motioned to adjourn at 9:44pm, Trustee True seconded and the motion carried with a unanimous vote.

Respectfully submitted  
Tina M. Owens