



*Sandown Public Library*  
*Trustees Meeting*  
**Minutes for February 25, 2010**

**ATTENDANCE**

In attendance: Trustees: Diana True, Carol Stafford, Steve Clifton, Louise Pajak  
Library Director: Barbara Lachance  
Selectmen's Liaison Nelson Rheume - absent; Bookkeeper: Patti Sarcione, absent  
Late Arrival: Trustee: Tina Owens

**Approval of Minutes**

Approval of January 21, 2010 minutes

Trustee Stafford moved to accept the minutes with changes, Trustee Pajak seconded and the motion carried.

**Finance Report**

TD Bank North CDs need to be changed

Dianne Skerry suggested changing accounts to checking account or Money Market. Trustees want to investigate other options. Trustee Stafford made a motion to move all accounts to checking accounts until we investigate this further. Trustee Pajak seconded. All approved.

Trustee Clifton volunteered to call Dianne Skerry.

Library Director will call Terry Knowles for other possible options and speak with other local libraries.

2010 Budget - Payment schedule - gross vs. net

Director Lachance reported the Town Bookkeeper, Darlene Ford, has been in discussions with the Budget Committee regarding the payment schedule to the library of gross dollars vs. net dollars. Discussion ensued and the Trustees agreed to accept gross budget payment schedule.

Payroll and Benefits Management Program - IRS update determination

The IRS has confirmed in a letter to the Sandown Public Library that the library is not a tax exempt organization under IRS section 501(a).

Acceptance of unanticipated funds

\$200 donation was received from Mothers Club for a museum pass.

Imagine That Museum dramatically increased the price of the library pass from \$150.00 to \$575.00. The Mothers Club, which has covered the entire cost in the past, approved paying \$200.00 toward the pass. Because of the popularity of this pass, the Friends of the Library approved \$375.00 to cover the balance. Trustee Pajak moved to accept the funds from the Mother's Club to cover the new cost for the Imagine That pass. Trustee Stafford seconded and the motion carried.

### Annual Treasurer's Report

Director Lachance notified the Trustees that the Treasurer's Report for 2009 has been sent to the State Attorney General's office.

## **News & Views of the Director**

### Circulation and Visits:

Total visits were up 32% over January 2009.

Total January 2010 circulation is up 13% over January 2009.

### Programs & Announcements:

JAN: National Bird-Feeding Month

Sixteen residents attended the family program Feed the Birds with a speaker from Wild Birds Unlimited in Plaistow on Wednesday, Jan. 27 at 6:30 p.m.

FEB: Bake for Family Fun Month and Winter Olympics

- The Library will now circulate a set of cake decorating tips as well as the cake pans.
- Children's Programs: Four Story Hour sessions are offered each week. There is a 20% increase in attendance over 2009. Although the 2-3 year old program on Tuesdays has not had any attendance, the 3, 4 and older age group are well-attended. Youth Services will look into changing times or interest.
- Six children attended Tales of Friendship story hour on Feb. 9 and Twenty-eight children with parents attended the Valentine Story Hour on Saturday, Feb. 13<sup>th</sup>.
- Two different programs featuring both board games and Wii games will be offered during February School Vacation week.
- Adult and Family Programs: On Wednesday, Feb. 24<sup>th</sup>, an advanced level cake-decorating class on making flowers will be offered for adults while a story hour evening program of baking stories will be offered for children.

MAR: March Forward - magazines, movies, and making crafts month!

A display of Time magazine covers from 1923 forward will be highlighted in exhibit case.

- March 1 - 7, the library celebrates "Return the Borrowed Book Week" with a Fine Free week for all overdue materials returned the first week of March.
- Adult and Family Programs:
  - Paper-craft workshop for making cards and gift bags will be held on Wednesday, March 3 at 6:30 p.m.
  - Beginner jewelry making with Marianne Duffy to be held on Tuesday March 23, 2010.
  - Family Fishing program with Rob Frye Date TBD
- Children's Programs:
  - Every Saturday morning in March, a newly-released family movie will be shown
  - Three Story Hour sessions each week
  - St. Patrick's Day Story Hour

APR: National Library Week - Communities Thrive @ your library

Library Technician Julie Ball is creating a special bookmark that we will have printed and laminated to give out to patrons.

- Scavenger Hunt Contest involving town departments, words on signs - special prize incentives.

### Collection Development:

The Youth Services Director continues the weeding project in the J Fiction area.

### Evaluation Review

Library Director is in the process of reviewing 2009 goals with library staff and setting 2010 goals.

### Communication

The Library Director sent 2009 statistics and photos to Dr. Paul Densen, former Library Trustee. Dr. Densen sent an email message thanking the Director for the update.

Per the request of Publisher Debra Paul, the Library Director sent a letter in support of the Tri-Town Newspaper as the paper is in pursuit of a grant opportunity.

### **Computers/Networking**

Technology Plan Review – discussion ensued and Steve and Diana will meet to update the Technology plan and topology.

Youth Services Director laptop has been experiencing persistent performance problems. AdelXT has run maintenance and added memory equaling almost 6 hours of support and maintenance work.

### **Old Business**

No carryover items from our prior meetings

### **New Business**

#### Approval to spend money from Fines Account

Trustee Pajak motioned to authorize the Director to spend \$2,811 for the purchase of several new books. Trustee Stafford seconded. 4 in favor, 1 opposed. Motioned carried.

Trustee Clifton requested the minutes reflect his dislike with the process in which the motion and the vote were executed not allowing ample time for discussion.

Discussion ensued about a plan for spending Fine monies.

#### Girl Scout request for Haiti fundraiser

The Girl Scout leader for a local troop requested the Library allow them to sell pins for this fundraiser. The Library Director confirmed the Library's position on using the library to promote the interest of special groups.

Library Delivery to Shut-ins policy - tabled for the foreseeable future.

Date for Strategic Planning Work Session – March 11, 2010 at 6:45pm with a specific stop at 8pm.

### **Other**

#### Jury Duty

Library Director has been selected for duty. The Library Director must check on the following Mondays - March 15, 22, 29, April 5.

#### Miscellaneous

Discussion ensued regarding acknowledging the generous donations of a library volunteer.

Personnel - Benefits Question

Discussion ensued regarding the Library's medical reimbursement policy.

Library employees were offered AFLAC disability insurance by the Town office. The Trustees noted for the minutes that the Library employees are not Town employees.

Motion to adjourn by Trustee Pajak at 9:00pm; Trustee Stafford seconded and the motion carried.

**Next Business Meeting**

Date and Time of next business meeting {Thursday - March 25th@ 6:45 pm}

Election of Officers - for 2010/2011 term

Respectfully submitted,

Tina M. Owens

Secretary