



Sandown Public Library Trustees Meeting

Minutes for September 24, 2009

In Attendance

Trustees: Steve Clifton, Diana True, Carol Stafford, Tina Owens and Louise Pajak. Library Director: Barbara Lachance. Bookkeeper: Patti Sarcione. Selectmen's Liaison: Nelson Rheume

Approval of Minutes

Approval of August 1, 2009 minutes

Trustee Clifton motioned to accept the minutes with corrections. Trustee Stafford seconded and motion carried. Trustees Pajak and True abstained.

Approval of August 13, 2009 minutes

Trustee Stafford motioned to accept the minutes with corrections. Trustee Owens seconded and motion carried. Trustee Pajak abstained.

Finance Report

Financial Reports – Patricia Sarcione, Bookkeeper

Discussion ensued. Trustee Clifton requested the Bookkeeper investigate if she can report previous month expenditures and if so, to have this ready by the October meeting.

News & Views of the Director

Payroll and Benefits Management

Library Director submitted paperwork for eligibility to LGC. The LGC Benefits representative will try to have an answer by Wednesday, 9/30.

Tax ID Number

It was discovered that the Library received its own tax ID # in 1987 but as far as anyone is aware of, the number has never been used. Should we do anything about this? Or keep using the Town's number as we have been doing for the past 6 – 10 years? Discussion ensued.

Trustees Pajak and True requested the Bookkeeper check with the State's Attorney General's office on how or if we should actively be using this ID number in our financial operations.

Circulation and Visits:

Total August 2009 visits up 26% over August 2008

Total August 2009 circulation up 25% over August 2008

Programs & Announcements

SEPT: Health Awareness Month

- Seven people attended the program on Alternative Allergy Treatment, which was presented by Sandown resident Sarah Clifton, RN.
- NH Dept of Public Health presentation on Tuesday, Sept. 22 at 7 p.m. on H1N1 Flu prevention. Two people attended. Trustees and Library Director speculate this is simply an indication that much information is available on the H1N1 prevention from a multitude of outlets. The Library staff is wiping all the returned books with anti-septic wipes as a precaution to stop the spread of any germs or viruses. Bottles of hand sanitizer are also available near the circulation desk and the computer terminals.
- The preschool story hour programs are also raising awareness of flu prevention through reminders to the children to cover their coughs and wash their hands.

National Honey Month

Director Lachance updated the Trustees that the exhibit case is featuring a display of locally grown honey and information on honey bees and beekeeping.

OCT: Bake and Decorate Month

The focus of October will be on highlighting the library's collection of cake pans and cook books. Director Lachance noted the library has 70 cake pans in our collection.

A contest will be held for the best decorated cake using our pans with a prize of a gift basket from Chickadee Hill Cakes of Sandown. Our display case will be filled with photos of decorated cakes from local residents. The library will offer two cake decorating programs. Sandown resident Dave Cheney will present a beginning cake decorating class for interested residents on Wednesday, Oct. 14 at 6:30 p.m.

Sandown resident Norma Drowne will present a demonstration and display of cupcake decorating as a family event.

The Friends of the Library will be participating in the Recreation Commission's town wide yard sale with their book and bake sale table.

Staff Training

Plan to schedule Fall training sessions for staff with Library Insight and Piper Mountain Webs for updates to their services.

Fundraising

Director Lachance reported she is exploring a new fundraising idea and will discuss with the Friends at their Sept 28, 2009 meeting. More details will be presented to the Trustees at our October meeting.

Youth Services Director

Interview process for Youth Services Director is progressing. Trustee Diana True is assisting with the hiring process. So far, the library has received about ten applications and will schedule interviews with the most qualified candidates.

Holiday closings updates:

Saturday after Thanksgiving 2009

It was the decision of the Trustees and the Library Director that the Library will be close on the Saturday after Thanksgiving.

December 2008 Minutes:

"2009 Calendar Holidays:

Christmas is on a Friday in 2009.

Discussion ensued regarding how to handle closed hours during the holiday season. It was decided that we will be closed on December 24, 25, and 26th.

New Year's Day is on a Friday in 2010.

The Trustees decided the library will be open on Thursday, December 31, 2009, New Year's Eve, but will close at 3pm. The Library will be closed on New Year's Day. The library will be open on Saturday, January 2, 2010. "

Deliberative Session: Saturday, Jan. 30, 2010 at 8 a.m. Snow Date: Sat. Feb 6, 2010. Elections set for Tuesday, March 9, 2010.

Warrant Articles: Regular and petitioned warrant articles due on or before Jan. 12, 2010.

Computers/Networking

Contract Agreement – Discussion ensued. Trustee True reminded the Trustees for the FY2010 budget this item has been moved to the contract line item. Selectmen's Liaison Rheume reminded the Trustees that we can sign new contracts in a default budget year.

Old Business

2010 Budget Recap – discussion ensued recapping the meeting with the Budget Committee.

Trustee Pajak made a motion that the Library remove two computers from the 2010 proposed Budget per the suggestion of the Budget Committee and in consideration of the present state of the economy. Trustee Stafford seconded and the motion carried. Trustee Pajak motioned to rescind the prior motion, Trustee Stafford seconded and the motion carried.

Trustee Pajak made a motion that the Library reduce our Technology line item in FY 2010 proposed budget by \$2000. Trustee True seconded. Motion carried.

Children's Librarian Position

Director Lachance reported the new title for this position is Youth Services Director. Applications are trickling in but the selection process is moving slowly.

CIP update

Director Lachance updated the Town on any building and ground projects.

New Business

Grant Writer/Researcher Introduction

Director Lachance introduced Kassie Fournier. Kassie is a local Sandown resident who is helping the Town find and apply for grant monies to finance projects. This is a pilot program run by the Board of Selectmen (BOS) for one year. Kassie clarified for the Trustees that the BOS have instructed that her role is strictly research. She is not an official grant writer and will not be writing the grant applications per instructions of the BOS – at least at this time.

Ethics Awareness Training Options request

Director Lachance reported that Selectman Barczak has asked if the Library would entertain the possible circulation of Ethic Awareness training materials for the Town. Discussion ensued. Selectmen Liaison Rheume cautioned that Town would need to know who checked-out these materials. Trustees Pajak and Clifton noted our confidentiality policy prevents the library from sharing such information. Trustee Clifton added that the library can house the materials and circulate them but the BOS will need to determine how to monitor compliance.

Closed Session

A motion was made by Trustee True to enter into closed session at 9:30pm. Trustee Pajak seconded and the motion carried.

Roll Call: Diana True, Louise Pajak, Tina Owens, Carol Stafford.

At 9:52 the Trustees left closed session and a Roll Call ensued
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Trustee Pajak motioned to seal the minutes of the closed session. Trustee True seconded and the motion carried.

A motion was made by Trustee Pajak and seconded by Trustee Owens to suppress the minutes. Motion carried.

Next Business Meeting

Date and Time of next business meeting {Thursday, October 22, 2009@ 6:45 pm}

Date and time of the November business meeting {Thursday, November 19, 2009 @6:45pm}

Trustee True motioned to adjourn the meeting at 9:53pm. Trustee Stafford seconded and the motion carried.

Respectfully Submitted,

Tina M. Owens
Secretary
Sandown Library Board of Trustees