

**Sandown Public Library**

**Board of Trustees Meeting**

**Minutes: February 8, 2024 6:30 p.m.**

**Call to Order 6:32 p.m.**

**Attendance (P: Present, A: Absent)**

- (P) Chair Elaine Aubin
- (P) Vice Chair Marc Zucker
- (P) Secretary Melissa Tiney
- (A) Treasurer Stephen Brown
- (P) At-Large Barbara Lachance
- (A) Alternate Nell Keif
- (A) Alternate Jennifer Dawley
- (P) Director Brittney Bergholm
- (A) Selectman Liaison Robert Nickerson

**Pledge of Allegiance**

**Public Comment**

No Public Comment

**Correspondence**

- Motion made by Trustee Aubin to approve the unrestricted gift card to Barnes and Noble from an anonymous patron in the amount of \$25, seconded by Trustee Lachance and unanimously approved.

**Finance Report**

- P&L Budget vs. Actual Spreadsheet: Reviewed current expenses since January 1, 2024. Final budget presented to the town voters in March.

**Approval of Minutes**

- Date of Minutes: January 11, 2024
- Motion: Trustee Zucker
- Second: Trustee Aubin
- Motion passed unanimously.

**Director's Report**

- Updated website homepage graphics.
- Reading challenge prompts for 2024 are now added to the homepage.
- First director's newsletter sent out February 1, 2024
- Brea Security updates to security and fire systems progressing well.
- Donovan Painting completed their work.
- Carpet and upholstery cleaning scheduled for Friday, February 9, 2024
- The Library Coop has been discussing moving to automatic renewals for circulating materials. Final decisions are still pending.
- Circulation/programming/attendance data review. Program choices continue to increase as does participation in the programs.
- 7 Museum passes now available and will be updated on the website.

### **Old Business**

- Staff sick time policy: Trustee Tiney motioned to replace the Paid Time Off policy in the current employee handbook be replaced with the edited "Time off Policy" including Vacation time and Sick/Personal time as edited by Trustees, seconded by Trustee Aubin and unanimously approved. Final approval of the updated policy will be completed at the March Trustees meeting.
- Trustee email address trustees@sandownlibrary.us was monitored by Trustee Aubin over the past month and only used for marketing. Director Bergholm will delete this email.

### **New Business**

- Meet and Greet for Director and public introduction of the updated building: no formal events planned. Ongoing introductions are happening at the library. Staff have received positive comments on how the library looks.
- Outdoor sign: Director Bergholm will work to obtain three quotes and potential designs for a new sign for outdoors. The old sign collapsed during a storm a few weeks ago.
- Policy review and approval: Director Bergholm will identify policies most in dire need of review by the April Trustees meeting and the plan will be to review up to two policies at a time and develop a schedule for ongoing policy renewals.

**Adjournment: 8:03 p.m.**

**Next scheduled meeting: March 14, 2024 at 6:30 p.m.**

Respectfully Submitted,

Melissa Tiney, Secretary