

Sandown Public Library
Board of Trustees Meeting
Minutes: March 14, 2024 6:30 p.m.

Call to Order 6:33 p.m.

Attendance (P: Present, A: Absent)

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

Motion made by Trustee Aubin to make Alternate Trustee Nell Keif a voting member for this meeting, seconded by Trustee Zucker and unanimously approved.

Pledge of Allegiance

Correspondence

- Gift received from Sharon McAllister for \$100 for programming supplies. Motion made by Trustee Tiney to accept the donation, seconded by Trustee Aubin and unanimously approved.

Finance Report

- P&L Budget vs. Actual Spreadsheet
- Town budget did not pass. Awaiting final numbers from the town.

Approval of Minutes

- Date of Minutes: February 8, 2024
- Motion: Trustee Aubin
- Second: Trustee Tiney
- Motion passed unanimously.

Director's Report

- Trustee Chair Email is now the contact email on the Library website home page and trustee page

- Carpet and upholstery cleaning is completed.
- Brea Security is almost finished with the fire system installation
- Joint Loss Committee: Director Bergholm was appointed as an alternate.
 - Self-inspection checklist completed for the library
 - Town employee safety trainings (CPR, ALICE, Fire extinguishers)
- SNHLC Updates
 - Mango Languages: discussion regarding purchasing as a cooperative and Plaistow Library is taking the lead.
 - Continued discussion on autorenewals on circulation materials
 - Discussion of overdue items and billing procedures
- MerriHillRock (MHR) meeting since July 2023 and procedures which require Town Legal to review. Discussed legislative bills that may affect libraries.
- State report due April 12, 2024
- Investigating transitioning to QuickBooks online as current version will soon be unsupported.

Old Business

- Staff sick time policy: Motion to accept the Paid Time off (PTO) policy as amended in the Staff Policy and Procedures manual made by Trustee Tiney, Seconded by Trustee Aubin and unanimously approved

New Business

- Mango Languages: 70 languages, ASL and Little Pim are an additional \$400 each. No final decision if the SNHLC will adopt the program as a group, awaiting final prices and library participants.
- CPR/First Aid training: staff offerings vs for the community, certification vs non-certification. Discussion around collaborating with Recreation Department and Fire Department. Plan for additional information-gathering regarding options and how other municipalities have offered programming. Selectman Liaison Nickerson offered to help if Select Board assistance is needed.
- 10 year review of sealed non-public meeting minutes, RSA 91-A:3: Will continue to review the procedures related to this and will revisit this at the next meeting. Selectman Liaison Nickerson offered insight into how this is managed at the town level.
- NHLTA Conference is June 5, 2024
- March 25, 2024 is the next Friends of the Library meeting at 6:30 p.m.

Adjournment: 7:36 p.m.

Next scheduled meeting: April 11, 2024 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary