



Sandown Public Library Trustees Meeting
Minutes for May 22, 2017 at 7 PM @ Sandown Public Library

Call to Order

Meeting Called at 6:58 p.m.

Attendance

Director Lachance

Trustees: Carol Fournier, Diana True, Pete Stock, Adrienne Skora (absent)

Absent: Selectmen's Liaison Tom Tombarello, Patricia Sarcione, Bookkeeper, Trustee Tina Owens

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations - \$1.80 recycling center; \$40.00 donation jar

Densen Fund Donation:

- Trustee Skora made a motion to accept the undesignated donations of \$41.80. Trustee Fournier seconded the motion, and the motion carried unanimously.

Approval of Minutes

March 16, 2017- tabled until next meeting.

April 20, 2017

- Trustee Stock made a motion to accept the minutes as corrected. Trustee Fournier seconded the motion, and the motion carried unanimously.

News & Views of the Director

Circulation and Visits

- Visits are up from last month. Museum passes usage is up from last month.

Programs & Announcements

- Programs' attendance is up from last month. There were 39 programs during the month of April.

It was suggested that there should be more training for Insight and Website Functionality for the Staff.

Website redesign is in the final stage.

Director's report is attached

Old Business

- Policy
 - Mileage reimbursement
 - Trustees will be reviewing attendance reimbursement policy.

- PayPal
 - New checking account set up, and ready to be linked with library PayPal account for fines, copier/fax payments, and donations.
- Library Page
 - New page has been hired. Works on Saturday.
- Building Issues
 - Dehumidifier needs to be installed in utility room where the electrical panel, and the water conditioner are located.
- Computer Issues
 - Jumping cursor on Director's laptop.
 - Interim Director will be purchasing the 2017 version of Quickbooks for the Bookkeeper.

New Business

- Transition items for New Library Director
 - Trustees give permission for the new Director to purchase and install dehumidifiers in the utility room.
 - Discussion of Kindles
- Introduction Letter of New Director Deb Hoadley was sent to Selectmen and other Town Department Heads.
- Program Director Tricia Thomas is attending NHLTA conference. She will be reimbursed \$75 and paid for her time for attending the conference.

Closed Session

- Trustee Stock made a motion to go into closed session at 9:18 p.m. Trustee Skora seconded the motion, and the motion carried unanimously. Roll Call: Peter Stock, Carol Fournier, Adrienne Skora, and Diana True.
- Interim Director Lachance has been invited to join the Trustees at 9:18 p.m.
- Trustee Stock made a motion to leave closed session at 9:48 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously.
- Trustee Stock made a motion to seal the minutes. Trustee Fournier seconded the motion, and the motion carried unanimously.

Next Friends Meeting

- Monday, July 24, 2017 @ 6:30 p.m.

Next Business Meetings

- Thursday, June 15, 2017 @ 7:00 p.m.

Adjournment

Trustee Skora made a motion to adjourn at 9:54 p.m. Trustee Stock seconded the motion, and the motion carried unanimously.

Respectively submitted by Adrienne Skora, Secretary