



Sandown Public Library Trustees Meeting
Minutes for June 15, 2017 at 7 PM @ Sandown Public Library

Call to Order

Meeting Called at 7:00 p.m.

Attendance

Director Hoadley

Trustees: Carol Fournier, Diana True, Adrienne Skora and Tina Owens

Absent: Selectmen's Liaison Tom Tombarello, Patricia Sarcione, Bookkeeper, Trustee Pete Stock

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations

Densen Fund Donation:

Approval of Minutes

March 16, 2017- tabled until next meeting.

May 22, 2017- Trustee Fournier made a motion to accept the minutes as corrected. Trustee Skora seconded the motion, and the motion carried 3 in favor, 1 abstained.

News & Views of the Director

Circulation and Visits

Discussion ensued.

Programs & Announcements

Discussion ensued. Summer reading kickoff will be on June 24th. Sign up start on June 24th. The ice cream social will be on June 28th. Everyone is looking forward to Summer Reading Program.

After discussion with Director, Trustees agree to pilot a new way to deliver programs. Some summer programs will require a materials fee from patrons. Will revisit after summer.

Director's report is attached.

Old Business

- Policy
 - Mileage reimbursement- addressed
- PayPal
 - New checking account set up, and ready to be linked with library PayPal account for fines, copier/fax payments, and donations.

- On hold until new website is launched and Director is comfortable with the technology and how donations will be received.
- Library Page
 - New page has started working on Saturday.
 - Need to hire one more page.
- Building Issues
 - Dehumidifier- need a new one.
 - Furnace- needs to be replaced. Director will be research costs of replacing the furnace and get three quotes. Tina will call some contacts.
 - AC- Freezing downstairs, Hot upstairs. Need to have someone come out and look at the AC.
- Computer Issues- Issue resolved.

New Business

- Personnel Policies and Procedures Manual & Library Policy & Procedures Manual
 - They need to be separated and put into individual books.
- Playaway Standing Order
 - Usage has decreased. Director will call rep at Playaway, and see if the Library can do a rental program.
- Credit Card & Reimbursement Policies
 - Director will create a new chart on reimbursement policies for staff.
- Budget Preparation & Timeline
 - Start working on budget in September.
- Internal Controls
 - Will address next meeting.
- AED
 - Routine check
- Kindles

Closed Session

- Trustee Skora made a motion to go into closed session at 9:35 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously. Roll Call: Diana True, Tina Owens, Carol Fournier, and Adrienne Skora.
- Director Hoadley has been invited to join the Trustees at 9:36 p.m.
- Trustee Owens made a motion to leave closed session at 10:15 p.m. Trustee True seconded the motion, and the motion carried unanimously.
- Trustee True 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, July 20, 2017 @ 7:00 p.m.

Other Dates:

- Annual Seminar on Trust Fund Administration – June 21, 8:30-11:30am
- SRP Program @Kimball Library – June 21 at 6:30pm
- Friends Ice Cream Social – June 28 at 2:30pm & 6:30pm
- Sandown Old Home Days – Friday, Sept 8 & Saturday, Sept 9 (Library involvement?)

Adjournment

Trustee Skora made a motion to adjourn at 10:17 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously.

Respectively submitted by Adrienne Skora, Secretary