



Sandown Public Library Trustees Meeting
Minutes for August 24, 2017 at 7 PM @ Sandown Public Library

Call to Order

Meeting was called to order at 7:02pm

Attendance

Director Hoadley

Trustees: Carol Fournier, Diana True, and Tina Owens

Absent: Selectmen's Liaison Tom Tombarello, Patricia Sarcione, Bookkeeper, and Trustees Adrienne Skora and Pete Stock

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper. General discussion was held regarding budget. Each department chair will have a budget for programming and books. A detailed budget plan will be provided to staff for purchasing. This will be updated by staff through Google Drive.

Undesignated Donations: Jane Milem made an undesignated donation of \$25.00. Tina made a motion to accept the undesignated funds in the amount \$25.00. This was seconded by Carol; motion carried.

Approval of Minutes

July 20, 2017 – table until next meeting

News & Views of the Director

Circulation and Visits – The Director has been working with Library Technician II to determine a better manner to display statistical information for the library. The Director is looking at the definitions in each area in which data is captured to ensure that numbers truly reflect activity at the Library.

Discussion was held regarding the door counter and other possible options. The Director's concern is that we are not always accurately capturing patrons coming in downstairs in lieu of the front door.

Programs & Announcements – Taking a hiatus from programming for next week so that staff can plan for the fall. The Childhood Program Director will be looking at 5-6 week programs and focusing on planning for that program. This helps with continuity, community and future planning. Additional programs will be created for school vacation periods and drop-in story hours for anyone who cannot commit to the 5-6 week program.

Director's Report – The report is attached. Some highlights discussed are as follows.

- Building - The alarm went off and the Director has now been added to the list of those who will be notified. Staff have been reminded to do a walk-through to secure all doors. The Director is part of the Joint Loss Committee and will be discussing a key crash system for the front door.

- Technology – The iPads have been removed from the Children’s room but are available for check-out.
- Budget – The Pest Control contract was changed to quarterly checks for a cost savings to the budget.
- The Director provided an overview of services provided through Library Insight versus Plymouth Rocket and prices. The current contract ends in December for Library Insight and will not be renewed. Staff training will begin in November to go live the beginning of January for Plymouth Rocket.
- Summer Program – The Director will be meeting with Program Directors to review the summer reading program.
- Library card sign-ups will be available at the Fall Festival so that new patrons may receive a library card.

Old Business

- New Library Page: Trustee Fournier made a motion to approve the hiring of Hannah Reynolds, Library Page which was seconded by Trustee Owens. Motion carried.
- Proposed job description: Programming Coordinator/Youth Assistant– The Director is proposing combining two existing positions which is currently being held by one person into one job description. The new position will be called Programming Coordinator/Youth Assistant. Salary and hours will remain the same. Trustee Owens made a motion to approve the new job position and description which was seconded by Trustee Fournier. Motion carried.
- Policies and Personnel Manual: The Director is in the process of reviewing the policies for the Library and separating personnel policies from the Library Operation Policies. Once the personnel policies are updated each staff member will be asked to sign that they have received a copy and understand same.
- New England Library Leadership Symposium: The Director provided a report and overview from the New England Leadership Symposium which she attended August 14 – 18, 2017. The community engagement piece presented at the symposium was very important.

New Business

- New website launch – The new website will be launched by September 1.
- New calendar and museum reservation management system – Training will begin in November and then will be launched January 1.
- Conference attendance for staff – The Director has created a form for staff to complete when they wish to attend a conference.
- Any external building maintenance issues need to be submitted to the Town by the end of September. Trustees Owens and True will be meeting on August 31st to conduct a walkthrough of the Library to present to the Director.

- Discussion was held regarding reorganizing non-fiction books by category.
- General discussion was conducted regarding possible redesign for the library optimizing space.

Next Friends Meeting

- Monday, Aug 28, 2017 @ 6:30 p.m.

Next Business Meetings

- Thursday, Sept 21, 2017 @ 7:00 p.m.

Other Dates:

- Sandown Old Home Days – Friday, Sept 8 & Saturday, Sept 9
- Reach for the Beach – Sat. Sept 16

Adjournment

Trustee Owens made a motion to adjourn at 9:55pm. Trustee Fournier seconded the motion and the motion carried unanimously.

Respectfully Submitted,

Diana True
Trustee