



Sandown Public Library Trustees Meeting
Meeting Minutes for April 12, 2018 at 6 PM
Sandown Public Library

Call to Order

- The meeting was called to order at 7:12 pm.

Attendance

- Director Hoadley
- Trustees: Diana True, Tina Owens, Pete Stock, Carol Fournier, and Adrienne Skora
- Steven Brown, Selectmen's Liaison
- Absent: Patricia Sarcione, Bookkeeper

Pledge of Allegiance

SPECIAL MEETING WITH STAFF – STRATEGIC PLANNING & VISIONING SESSION

(This began at 6pm and ended at 7pm)

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper
Undesignated Donations: none
Densen Fund Donation: none

Approval of Minutes

February 15, 2017: Tabled to next meeting

News & Views of the Director

Circulation and Visits

- Discussion ensued
 - Circulation has gone up from last month.
 - 202 items have been transferred from Sandown to Plaistow and Atkinson.
 - Visits down due to snow closures.
 - 3 early closings and 2 snow days
 - Ancestry, Tumblebooks, and Universal Class usage is up
 - There were hits on NewsBank on the milfoil issue and dog parks.
 - Printing/Scanning has increased.
 - Public computer usage has increased.
 - Increase in email subscribers to the Library newsletter

Programs & Announcements

- Discussion ensued.
- Summer Programming runs June 23rd-August 4th

Director's Report – attached separately

- Discussion ensued.

Friends of the Library Report

- Friends met on March 26. They approved funding \$150.00 to supplement the Kids, Books & the Arts Grant for a summer reading program. We received a reimbursement for The Children's Museum Pass (\$300), which they fund and Summer Reading Program t-shirts for staff, reading

logs, bookmarks and certificates (\$80.25). They also approved additional funding of up to \$600 for summer reading and adult programs.

- Friends will be compiling the baskets for the Annual Basket Raffle to be kicked off next week, and will end on June 23, the first day of Summer Reading Program. They will hold their Ice Cream Social on this Saturday as well.
- The Friends voted a few meetings ago, to use some of the Hazel Memorial Fund to pay for a telescope for the library to circulate. The telescope has been retrofitted by the NH Astronomical Society so it can be easily used by patrons. Staff will be trained on how to use it, and we will be creating a lending policy for this so patrons can check it out.

Old Business

- Furnace – Colonial Heating has installed the new heating units and thermostats. The heat seems to be more efficient and balanced throughout the building.
- Rug patching – the installer hurt his back so this is on hold until May. We have moved the furniture into place for now and will move if necessary when the patching is finished.
- ILL issue – this is still ongoing. Libraries are allowing direct login to Koha and place holds. All three SNHLC libraries are doing the same.
- Trustee Workshops – NHLTA Trustee Orientation Workshop April 28 at 10am. NHLTA Spring Conference – May 14
- Investment Policy – samples from Plaistow and Hampstead.
 - Tabled to next meeting.

New Business

- Strategic Planning Process – SOAR Exercise Debrief & Next Steps
- Notary Public – Staff Member
- Default budget Discussion
- HOOPLA Digital Collection & NewsBank changes
- SNHLC Annual Meeting – Sandown hosting; Agenda items

Closed Session:

Per RSA 91-A:3, (a), Trustee Stock made a motion to go into closed session 9:21 pm. Trustee Fournier seconded the motion, and the motion carried. Roll Call: Pete Stock, Diana True, Adrienne Skora, Tina Owens, and Carol Fournier. Director Hoadley has been invited.

Trustee Owens made a motion to leave closed session at 9:35 pm. Trustee Stock seconded the motion, and the motion carried.

Trustee Skora made a motion to seal the minutes. Trustee Owens seconded the motion, and the motion carried.

Next Friends Meeting

- Basket Assembly – April 11, 2018 @ 6:30 p.m.
- Regular Meeting – May 21 @ 6:30pm

Next Business Meetings

- Thursday, May 17, 2018 @ 7:00 p.m.

Adjournment

Trustee Skora made a motion to adjourn at 9:37 pm. Trustee True seconded the motion, and the motion carried unanimously.

Respectively submitted by,

Adrienne Skora, Secretary