



Sandown Public Library Trustees Meeting
Minutes for October 17 at 7:00 p.m. - APPROVED
Sandown Public Library

Call to Order at 6:56

Attendance: Trustees Carol Busby, Tina Owens, Caroline Morse, Carol Fournier, Library Director Deb Hoadley.
In absentia: Trustee Diana True and Selectman Liaison Steve Brown.

Pledge of Allegiance

Finance Report

- P&L Budget vs. Actual Spreadsheet – presented by Director Hoadley, discussion ensued.
- Edward Jones update – presented by Trustee Owens, current account value as of the end of September is \$110,708.93. The account valuation as of today is \$110,669.64.
- Undesignated donation: \$28.50 – Tina Owens moves to accept, Carol Busby seconds, motion accepted.

Approval of Minutes

- August 21, 2019 Carol Fournier made a motion to accept the minutes as corrected. Seconded by Carol Busby. Motion passed unanimously.

News & Views of the Director

- Statistics – looking at 2 months' worth of statistics because no meeting was held in September. All statistics are up compared to Sept 2018.
- Programs & Announcements – Community Interactions included off site programs – Town Hall and Rec Center. Addition to statistics now includes meeting room usage, which is separate from attendance. The Library was invited to attend the Timberlane Health Fair (at Plaistow YMCA). Door counts are up. Program attendance is up and use of passes has also increased. Museum circulation is up in part because of the Boston Aquarium pass. This year Aquarium pass discount to libraries was changed to 50% (instead of \$10) and the Aquarium pass was available for July & August for the first time. The New Hampshire State Parks pass was also offered for the first time and was popular.
- E-resources – issues with EBSCO and Ancestry regarding usage and numbers. Universal Class has been cancelled. Equipment usage statistics are becoming more consistent. Escape Room was successful. Library is a Grow with Google partner. Interest was shown in Google live stream via clicks from the website.
- Director's Report – attached separately. Budget – Director Hoadley is going to separate items that the library has to pay that other town agencies and departments do not have to pay. Library budget has to incorporate benefits. RSA says town has to have a library and library has to be funded. Questions were raised about library usage during budget committee meeting.
- A patron has been disruptive and has been asked to not come back to the library until January of 2020. Director Hoadley has been in contact with Chief Gordon, and Diana True was kept apprised of the situation as Chair of the Trustees.

Friends of the Library Report

- Fall Friends are supposed to be out by Monday.
- NH Made Basket Raffle – drawing Nov. 18 at 6:00 p.m.

Old Business

- 2020 Budget – Salary & Wages – more than 5%. Youth services going from 25 to 30 hours a week. Benefits have increased. Book costs have already been cut. Total fines account \$8,055. Paperwork will be prepared for Nov 18 for meeting on the 25th. Next Trustees meeting is after budget submission. Budget committee meeting is December 11, 7:15 p.m.
- Approve Homebound Policy & Procedures – Updates have been made as requested. Tina Owens motions to approve the policy and procedures; Carol Busby seconded, motion passed unanimously.
- Town MOU – tabled
- Annual Appeal - tabled
- Strategic Plan - tabled

New Business

- 2019 Holiday Review and 2020 Holiday Proposed - Carol Busby motioned to approve closing the Library on Christmas Eve, seconded by Tina Owens, motion passed unanimously. Carol Busby motioned to approve closing the Library at 2 p.m. on Thanksgiving Eve. Tina Owens seconded, motion passed unanimously. Discussion of Christmas Eve and Columbus Day, and approval of the 2020 holiday schedule, tabled until November meeting. Statistics on library visits during those time periods will be reviewed.
- Bookkeeper Contract – There has been a question raised as to why we are not using the town bookkeeper. This resulted from the fallout of a legal case, and is a trust issue between the library and the town. RSA 202:11A says they can't ask us to reduce the library operating budget based on the fines collected (or copy money or donations). The terms of the contract including itemization of duties and cost were discussed. Bookkeeping options – contract with bookkeeper, or turn bookkeeping over to the town, or turn payroll over to the town and have the bookkeeper do the rest. Further decision/discussion tabled until November.
- Professional Development & Training – tabled
- Next Trustee Meeting – Nov 14, 5 p.m.

Non-Public Session

- RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Adjournment Tina Owens moved to adjourn the meeting at 8:56 p.m. Carol Busby seconded. Motion passed unanimously.

These minutes recorded by Caroline Morse