



*Sandown Public Library Trustees Meeting*  
**Agenda for September 10, 2020**  
**7:00 p.m.**  
**Sandown Public Library**

This meeting will be at 305 Main St. Sandown NH, at the Library.

**Call to Order 7:02 pm**

**Attendance – Roll call** Diana True, Carol Fournier, Carol Busby, Tina Owens, Caroline Morse (via Zoom), Director Adam Schlager, Selectman Liaison Bob Nickerson

**Pledge of Allegiance**

**Correspondence – none**

**Finance Report**

- P&L Budget vs. Actual Spreadsheet Electronic book allocations - in several different categories. One of the issues with Electronics Books line, it was spent on Overdrive Advantage books already and that line item is already at 211%. Cost-benefit doesn't work out in our favor at all. An Advantage account gives access to reports, but available report information is limited as well. Equipment & furniture - something was purchased. Maintenance & repair - that is Culligan. Service coming due for two heat pumps. Questioning whether the cost for maintenance or replacement should be put forth as a warrant article to the town.

The accountant has allocated \$6281 to the CARES Grant but previous amount was only \$5800 (?)

Equipment & furniture also has an overage that is as yet unidentified.

- Paul Densen Trust Fund Update: Treasurer - Tina talked to Chris Adams; Value is \$112,901.65. We closed out a money market account but there was interest from the CDs that couldn't be rolled over (\$589) and we had another \$680 in interest rolled into that account \$1,235.10 We keep getting dinged \$3.00/ month for being under a certain amount. Edward Jones is going to credit back those \$15 in charges.

At the end of this month a money market account will mature. We can take \$1000 increments and roll it into a CD. Advised to wait until closer to the end of the month to decide which CD to put it in.

**Approval of Minutes**

- July 9 – Draft available in GDocs - Tina made a motion to accept the minutes as amended, Carol Fournier seconded. Passed unanimously.
- August 20 – Draft available in GDocs - Tina made a motion to accept the minutes as amended, Carol Busby seconded, passed unanimously

**Director's Report – attached separately.**

Plans are to put short stacks on sliders to make them movable and to work on desk area.

Starting next Saturday, library will be open on Saturdays again, 9-6, and will include programming.

Future plans include creating an outdoor amphitheater behind the library for outdoor programming.

An amphitheater extends meeting space - means the library has 4 meeting spaces.

- Statistics We are still seeing an increase in patronage. Sept - 133 books per day. ILL is officially starting on Sept 15. Program numbers are encouraging. More programs in Apr-July than before Covid. We are not doing outside curbside but do have people knock on the window to do window pickup.
- Books in office have netted just over \$400; several books with higher starting prices still remaining.
- Projects - finishing up children's room; doing a slightly smaller version of the main desk in the children's room. Outside steps are done.

- Preliminary Budget - Less than last year. Personnel costs account for >80% of the budget. Increase in NH Retirement allocation. Pages haven't been paid since library was closed; custodian wasn't needed during closure. Materials - book number has gone up. This is accounting for previous decreases as well as increased publishing costs. Increase in downloadables - up 6.5%. Leaving electronic books costs where they are. Electronic resources include Hoopla, Ancestry, Tumblebooks. Supplies - likely to see increase in mailing costs; letters going out re: overdue materials. Utilities - heating days have gone up 7.5% since 2016 and budget has not changed. We are already almost at budget and cold season isn't even here yet. Anticipating potential servicing costs. E-resources - Event keeper & Mailchimp - Mailchimp is free; Assabet is coming in for a demo to possibly replace Event keeper  
Programming costs have been increased; brings costs up to 2017 & 2018 levels. No change in movie passes. Hardware: big jump to get back into 2-yr rotation for replacing computers. Hardware has not been updated in 7 years. T-Mobile hotspot - mostly staff & trustees using it.  
Survey from NH Municipal Assn - says next year's going to be a disaster.

### **Friends of the Library Report**

- Next meeting September 28, 2020.

### **Old Business**

### **New Business**

- Staff – schedule There will be some changes made; Saturday schedule is on a rotation.
- Building schedule
- Town Budget meeting dates - Oct 13 to submit budget paperwork. Meet with selectmen Oct 19.

**Next scheduled meeting: October 8, at 7:00 pm**

**Motion to close at 9:30 by Tina. Seconded by Carol Busby. Motion passes unanimously.**

**Respectfully submitted**  
**Caroline Morse, secretary**