

**Sandown Public Library**

**Board of Trustees Meeting**

**Minutes: October 13, 2022 7:00 p.m.**

**Call to Order** 7:00 p.m.

**Attendance (P: Present, A: Absent)**

- (P) Chair Carol Busby
- (P) Vice Chair Diana True
- (A) Secretary Melissa Tiney
- (P) Treasurer Stephen Brown
- (P) At-Large Julie Drouin
- (P) Selectman Liaison Robert Nickerson
- (P) Director Adam Shlager

**Pledge of Allegiance**

**Correspondence**

- None

**Finance Report**

- Director Shlager stated that we are right on target with the budget at 72% expenditures. \$1,200 was just spent on the first oil delivery; 300 gallons at \$3.58. Last year the same amount of oil cost \$700. Director Shlager stated that the library will be dropping the following electronic resources to save money: Eliminating the museum pass module in Assabet which will save \$400 and Ancestry which hasn't had any patron usage for 5 months. This will also be a cost savings of \$400.
- P & L Budget vs. Actual Spreadsheet (see attached)
- Paul Densen Trust Fund: no update

**Approval of Minutes**

- Date of Minutes: August 11, 2022
- Motion: Trustee Busby
- Second: Trustee Drouin
- Motion approved: 3
- Abstained: 1
  
- Date of Minutes: September 8, 2022
- Motion: Trustee True

- Second: Trustee Busby
- Motion passed unanimously

### **Director's Report (attached separately)**

- The budget was originally developed with a 7% increase. Director Shlager made some additional adjustments and submitted a budget to the Town with a 5% increase. He has made many reductions in line items; however, there were a few areas that were increased: 12% increase in programs, 3% salary increase, 13% increase in benefits (this year's projections as well as last year's which was not available at the time of budget submission), and 69% increase in the utilities line.
- The Library is scheduled to present the 2023 budget to the Select Board on October 17 at 7pm and the Budget Committee on November 2 at 7pm.
- Director Shlager has been tracking the usage of museum passes which has been minimal. He will be presenting his findings at the next Friend's of the Library Meeting and discuss future plans for this money. Various options will be reviewed with the Friend's to determine a more cost effective approach to providing museum passes; one of which could be a reimbursement plan.
- An employee meeting will be held on October 30th with Lori from the State Library. The topic of the meeting will focus on Book Challenges. Staff will be conducting role-playing to help build confidence in how to deal with patrons who bring forth Book Challenges. The library will open late that day to allow for this training.

### **Old Business**

- Trustees were reminded that policies have been updated and are awaiting signatures.

### **New Business**

- There are 2 vacant Trustee seats since Trustees Drouin and True will not be running for an additional term. It was suggested that a recruitment statement be placed on the Sandown website. Trustee True will mention the openings at each book discussion to see if there is interest and Director Shlager will ask staff to consider possible candidates.
- Trustee Brown's name will appear on the next ballot.
- Discussion was held regarding current hours of operation. Trustee Brown voiced concern for working patrons who are not able to get to the library after work. The hours were reduced during the COVID pandemic and have remained the same. The library closes at 6pm to walk-in patrons, however, evening programs are held at 6pm for patrons who have pre-registered. Director Shlager stated that the library is also open from 9am - 3pm on Saturday's. He stated that he has only had a few requests to extend the hours. At this time, it would not be cost

effective to change the hours.

**Adjournment**

- Motion: Trustee Brown
- Second: Trustee Drouin
- Motion passed unanimously.
- Time: 7:36 p.m.

**Next scheduled meeting:**

**November 10, 2022 at 7:00p.m.**

Respectfully Submitted,

Diana True, Acting Secretary

