

Sandown Public Library

Board of Trustees Meeting

Minutes: November 10, 2022 7:00 p.m.

Call to Order 6:55 p.m.

Attendance (P: Present, A: Absent)

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

Pledge of Allegiance

Correspondence

- None

Finance Report

- P&L Budget vs Actual Spreadsheet: please see attached
- Paul Densen Trust Fund: quarterly update, none available
- 2023 Budget approved by Budget Committee and Board of Selectman

Approval of Minutes

- Date of Minutes: October 13, 2022
- Motion: Trustee Tiney
- Second: Trustee Busby
- Motion passed unanimously.

Director's Report (attached separately)

- NH Library Technology Grant Program: Director Shlager will apply for funds to create a Technology Creation Station. Rough design includes an approximately 8x9 foot space with walls, door, window and desk surfaces, designated as a quiet space. Plan is to take reservations for the space and to allow for drop-ins. Director Shlager will obtain cost estimates for this project.

- Cooperation with Town Recreation Department continues with story time and other community programs as well as provision of games for the recreation space.
- Assistant Library Director will attend training on dealing with aggressive people.
- Director Shlager has started planning to provide modified ALICE training for library staff.

Old Business

- Important dates: Declaration of Candidacy 01/25/2023-02/03/2023
 - Trustee Busby will place a notice on Facebook soliciting candidates.
- Budget updates
 - Net increase of 6% including 5% comp increase
 - Unanimously approved by Select Board
 - Unanimously approved by Budget Committee

New Business

- 2023 Holiday Schedule
 - Motion to approve by Trustee Busby, second by Trustee True, unanimously approved
- Purchases
 - Motion to purchase LiteZilla for children’s room not to exceed \$1500, made by Trustee Busby, second by Trustee Brown, unanimously approved
 - Motion to purchase an additional PC and monitor, not to exceed \$1750, made by Trustee Busby, second by Trustee Brown, unanimously approved
 - Motion to purchase an office chair for the assistant library director, not to exceed \$500, made by Trustee True, second by Trustee Brown, unanimously approved
 - Motion to approve the director consults with an attorney regarding fundraising for building a new children’s room, not to exceed \$1000, made by Trustee Busby, second by Trustee Brown, unanimously approved

Adjournment at 8:05 p.m.

Next scheduled meeting: December 8, 2022, at 7:00 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary