

Sandown Public Library

Trustees Meeting

DRAFT Minutes for November 15, 2021

Sandown Public Library

Call to Order at 6:55 p.m.

Attendance: Roll call: Diana True, Julie Drouin, Alternate Trustee Jennifer Parkhurst, Director Adam Shlager were in attendance. Trustee Carol Fournier could not attend, Trustee Melissa Tiney could not attend and Board of Selectman Liaison Bob Nickerson could not attend.

Pledge of Allegiance

Correspondence

- credit card bill was late (Adam didn't receive monthly email) Issue is now resolved
- hoping to move towards a more consolidated line-item budget re: E-resources (see director's report for further details)

Finance Report

- P&L Budget vs. Actual Spreadsheet: Discussed & there were no questions.
- 2022 budget: Discussed & approved by Budget Committee on November 1, 2021.
- Paul Densen Trust Fund Update/Edward Jones report: Invested money is showing an increase of \$2,967.10

Approval of Minutes

October 14, 2021 Minutes: Trustee Drouin moved to approve minutes. Alternate Trustee Parkhurst seconded. The motion passed unanimously.

Director's Report – attached separately.

- The private study room plans have been passed along to Lynn in order to apply for funding for construction materials via the Town's Government Building Fund.
- Newsbank: currently only 35 people are utilizing it at a cost of \$3.10/person. Director Shlager will no longer renew membership at the end of the year due to high cost and decreased usage.
- Microsoft 365: applied for an educational discount and qualified for a "faculty membership" which costs \$39/year & provides 5 installations to keep Office updated.
- Phones: Granite State Communications will be coming in to evaluate current systems. Looking at a Centrex system instead of VOIP – may be some upfront costs but over time may cost less. Will also look into creating failsafe for internet connection.

- Budget for 2022 was approved by the Budget Committee. Deliberative Session is February 5, 2022. Please come and support the library!

- Director Shlager has a scheduling conflict and has asked the Trustees to reschedule next month's meeting from Thursday December 9, 2021 to Thursday December 16, 2021. Those in attendance readily agreed. Next meeting of the Trustees is scheduled for Thursday December 16, 2021 @ 7p.m.

Old Business – None

New Business

- The library's page Lauren has resigned. Position remains open and Director Shlager is seeking to fill the position. In the meantime, Director Shlager is working to cover the open shifts with help from other library staff.

- No updates to report re: the new staff behavioral policy. Director Shlager reports he is continuing to research what other libraries use.

Trustee Drouin moved to adjourn the meeting; Alternate Trustee Parkhurst seconded. The meeting was adjourned at 7:55 p.m.

Next scheduled meeting: December 16, 2021 at 7 p.m.

Respectfully submitted,

Jennifer Parkhurst, Alternate Trustee