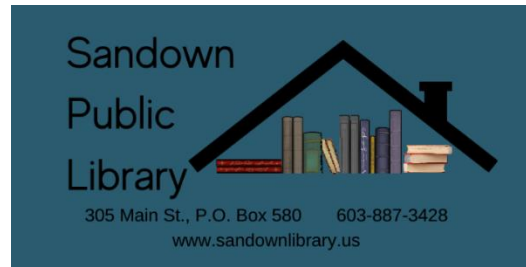


*Sandown Public Library*  
*Trustees Meeting*  
**Minutes for December 16, 2021**  
**7:00 p.m.**  
**Sandown Public Library**



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

**Attendance – Roll call:** Trustees Diana True, Carol Busby, Melissa Tiney, Director Adam Shlager were in attendance. Trustees Carol Fournier and Julie Drouin; Alternate Trustee Jennifer Parkhurst; and Board of Selectmen Liaison Bob Nickerson were absent.

**Pledge of Allegiance**

**Correspondence – None**

**Finance Report**

- P&L Budget vs. Actual Spreadsheet: The Library will end the year right on budget.
- Paul Densen Trust Fund Update: None

**Approval of Minutes -**

November 15, 2021: Motion by Trustee Busby to approve the minutes as edited; Trustee Tiney seconded. The motion passed unanimously.

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

- The Library has received approval for the ARPA 2 proposal. The grant is for \$10,847. When the grant comes in, the Board will approve it for use to create a Music Garden. Work will commence in the spring.
- The Museum Passes are not being used as often as they were. Director Shlager will track usage in 2022 and then decide whether to purchase them again or find a way to reimburse patrons who do want to use them.
- The library has an educational discount for Office 365. The library has two licenses at \$39 per year each which allow five installations. Office 365 has 40 applications and provides automatic online backups.
- Director Shlager has met with Granite State Communications which is doing an estimate on the switch to their phone system. The director will be meeting with their tech support.
- Upcoming Budget Dates and Deadlines: Budget Committee Public hearing on Wednesday, January 12, 2022 at 6:30 p.m. (Director Shlager will attend.) Deliberative Session on Saturday, February 5, 2022 at 9:00 a.m.
- The Director is working on an assessment for an isolation/quiet study room which will be located where the audiobooks are currently.

**Old Business –**

- Director Shlager is working on a policy statement on staff behavior which will likely be placed in the Public Relations section of the policy manual.

**New Business –**

- 2022 Holiday Schedule was agreed upon. Trustee Busby moved to add a floating holiday to the staff holiday. Trustee Tiney seconded. The motion passed unanimously.
- The Trustees discussed a holiday bonus for staff of \$50-\$100 depending on what's available in the budget. Trustee Busby moved to approve the bonuses. Trustee Tiney seconded. The motion passed unanimously. Director Shlager will arrange for checks to be cut for each member of staff including the Director.
- Donations:

- \$700 from the Friends of the Library to reimburse for the Museum of Science pass in 2021. Trustee Tiney moved to accept the donation; Trustee Busby seconded. The motion passed unanimously.
- \$198.67 from the Sandown Garden Club for Gardening books. Trustee True moved to accept the donation; Trustee Tiney seconded. The motion passed unanimously.
- Trustees Fournier and Busby are up for re-election in 2022. Trustee Busby will run.

Trustee Busby moved to adjourn the meeting. Trustee Tiney seconded. The meeting was adjourned at 8:15 p.m.

**Next scheduled meeting: January 13, 2022 at 7:00 pm**

Respectfully submitted,  
Carol Busby, Secretary