

Sandown Public Library

Board of Trustees Meeting

Minutes: August 11, 2022 7:00 p.m.

Call to Order 6:54 p.m.

Attendance (P: Present, A: Absent)

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

Pledge of Allegiance

Correspondence

- In Memoriam- Patricia Passanisi: Total of \$695.00 in donations previously approved by Trustees for Children's Collection and thank you notes have been sent. The Library will place a book plate in items purchased.
- Unrestricted Donation from Granite State Communications in the amount of \$300.00.
 - Trustee Drouin made a motion to accept donation, seconded by Trustee Tiney, approved unanimously.

Finance Report

- P&L Budget vs. Actual Spreadsheet (see attached)
- Paul Densen Trust Fund Update: no update

Approval of Minutes

- Date of Minutes: June 9, 2022
- Motion: Trustee Busby
- Second: Trustee Drouin
- Motion passed unanimously.

Director's Report (attached separately)

- Projected shortfalls noted for increases in heating/oil and electric costs.

- Summer Reading Closing August 13 with a formal dedication of the Hazel Marlow Learning Pavilion at 10 a.m. followed by a performance by Mr. Aaron at 11 a.m., and Day at the Beach Activities both inside and outside at the library from 12 noon to 3 p.m. Director Shlager is expecting good turnout of library staff and volunteers.
- New Library Branch has been approved by the Select Board. This is a collaborative effort with the new director of the Recreation Committee.

Old Business

- Policy Reviews and approval by Trustees (reviewed and corrections to be made prior to final signing)
 - Programming
 - Collection Development & Circulation
 - Meeting Room Use
 - Personnel (pending legal review)
 - Volunteer Policy and application form
 - Requests for Reconsideration forms attached to Program and Circulation policies

New Business

- Director Shlager continues to restructure job position statements for all staff.
- Director evaluations from staff and trustees compiled into a document and presented to Director Shlager for review. Trustees discussed with Director Shlager his plans to present a comprehensive plan for improved communication with staff members at next Trustee meeting in September.
- Trustee Fournier has resigned her position on the Library Board of Trustees and has nominated Steve Brown to serve out the rest of her term of office of Trustee of the Library. Motion made by Trustee Busby to nominate Mr. Brown to the Library Board of Trustees for the remainder of Trustee Fournier's term of office, seconded by Trustee Drouin, unanimously approved.

Adjournment

- Motion: Trustee Drouin
- Second: Trustee Busby
- Motion passed unanimously.
- Time: 7:58 p.m.

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

Respectfully Submitted,

Melissa Tiney, Secretary