

Sandown Public Library

Board of Trustees Meeting

Minutes: September 8, 2022 7:00 p.m.

Call to Order 6:58 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
- ☐ (P) Selectman Liaison Robert Nickerson
- ☐ (P) Director Adam Shlager

Pledge of Allegiance

Correspondence

- Unrestricted donation received from Carol Lueders in the amount of \$100.00.
 - Trustee True made a motion to accept donation, seconded by Trustee Busby, approved unanimously.

Finance Report

- Trustee Busby nominated new Trustee Brown to assume the position of treasurer. Motion seconded by Trustee Tiney, unanimously approved with Trustee Brown abstaining from the vote. He will work with Trustee Busby and Director Shlager to learn about the position and to go to the banks to place his name on the accounts.
- P & L Budget vs. Actual Spreadsheet (see attached)
- Paul Densen Trust Fund: no update
 - Trustees approved Director Shlager to receive the emails regarding the Trust Fund and to access the Trust Fund to provide updates to Trustees.

Approval of Minutes

- Date of Minutes: August 11, 2022
- Determined to table the approval of minutes to review quorum requirements.

Director's Report (attached separately)

- Review of financials and they remain very tight. It is anticipated that oil and electricity costs will increase. Director Shlager is waiting for new contracts from the town to finalize anticipated costs.
- Summer Reading Program Closing
 - It was very successful with a great turnout of town members, staff and volunteers.
 - Tentatively planning an opening program next year to kick off the Summer Reading Program in addition to a closing program
- New brochure advertising services provided by the libraries in the coop has been completed and reviewed by Trustees.
- Plan for an employee meeting on Monday to review all new library policies. Special focus will be on book and program challenges as staff will be expected to not engage the patron making the challenge and will hand over an approved form. The Director will then review the challenge and present to the Trustees.
- All employee job descriptions have been completed, reviewed with each employee and signed by each employee. Notable changes include Cathy Hassard is now a non-exempt employee and Sue Kehoe has a new title, "Head of Circulation" and increased supervisory responsibilities. The Circulation Technician and Page will now report to Sue.
- Museum pass usage continues to be low and Trustees reviewed strategies to address this expense funded by the town and the Friends of the Library. Consideration given to changing to a reimbursement model.

Old Business

- All policies have been updated and are at the Library awaiting signatures from each Trustee.

New Business

- Trustees will send a letter and gift card to former Trustee Carol Fournier to thank her for her service to the Library.
- Reviewed process for establishing a new Trustee. Trustee Brown was nominated at the meeting in August to complete the vacancy created by Carol Fournier's resignation. He will serve as a Trustee until March 2023. Director Shlager will present this to the Board of Selectman for final approval.

Adjournment

- Motion: Trustee Busby
- Second: Trustee True
- Motion passed unanimously.
- Time: 8:15 p.m.

Next scheduled meeting: October 13, 2022 at 7:00 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary