



Sandown Public Library Trustees Meeting
Minutes for July 20, 2017 at 7 PM @ Sandown Public Library

Call to Order

Meeting was called to order at 7:09 p.m.

Attendance

Director Hoadley

Trustees: Carol Fournier, Adrienne Skora, Tina Owens, and Pete Stock via phone conference

Absent: Selectmen's Liaison Tom Tombarello, Patricia Sarcione, Bookkeeper, Trustee Diana True

Pledge of Allegiance

Finance Report

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations:

- Trustee Fournier made a motion to accept the undesignated donation of \$39. Trustee Owens seconded the motion, and the motion carried unanimously

Approval of Minutes

March 16, 2017

- Trustee Owens motioned to approve the minutes. Trustee Fournier seconded, and the motion carried unanimously

June 15, 2017

- Trustee Owens motioned to approve the minutes as corrected. Trustee Fournier seconded, and the motion carried unanimously

News & Views of the Director – see Director's Report attached

Circulation and Visits

- Circulation and Visits are up from the previous month. Cypress Resume subscription was cancelled.

Programs & Announcements

- Discussion ensued. Programs that require pre-registration will have a deadline date.
- Summer Reading Program is doing well.

Old Business

- Library Page
 - A new page has been hired.
- Building Issues

New Business

- Collection Development Update
 - In process of going through the collection.
- Volunteer Policy
 - Tabled
- Holiday Schedule 2017 & 2018
 - The library will be open on Tuesday, July 3, 2018 and closed on Wednesday, July 4, 2018.
- Joint Loss Committee Appointment – July 10, 2017
 - Director Hoadley was sworn in.
- Town Department Meeting – July 19, 2017 (focus is Internal Control Policy)
 - Employee Reimbursement Policy & Procedures – fits under Internal Control Policy
 - Director Hoadley went to the Town Department meeting. The Director strongly encourages the Trustees to look at the Internal Control Policy and revise it along the lines of the Town's Internal Control Policy.
- Director Hoadley is proposing to take two existing position and combining them into one position for a more efficient process.
 - Discussion ensued.

Next Friends Meeting

- Monday, July 24, 2017 @ 6:30 p.m.

Next Business Meetings

- Thursday, August 24, 2017 @ 7:00 p.m. (Note change of date)

Other Dates:

Adjournment

Trustee Skora made a motion to adjourn at 9:22 p.m. Trustee Fournier seconded the motion, and the motion carried unanimously.

Respectively submitted by Adrienne Skora, Secretary