



*Sandown Public Library Trustees Meeting*  
**Minutes for September 20, 2018 at 7:00 PM**  
**Sandown Public Library**

**Call to Order**

- Meeting called to order to 7:04 pm.

**Attendance**

- Director Hoadley
- Trustees: Diana True, Tina Owens, Pete Stock Carol Fournier, and Adrienne Skora
- Selectmen's Liaison: Stephen Brown
- Absent: Patricia Sarcione, Bookkeeper

**Pledge of Allegiance**

**Finance Report**

Financial Reports – prepared by Patricia Sarcione, Bookkeeper

Undesignated Donations: \$64.50

Densen Fund Donation: none

Trustee Stock made a motion to accept the undesignated donations of \$64.50. Trustee Fournier seconded the motion, and the motion carried unanimously.

**Approval of Minutes**

August 16, 2018

- Trustee Fournier made a motion to accept the minutes of August 16, 2018 as corrected. Trustee True seconded the motion, and the motion carried 3 in favor and 1 abstained.

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**News & Views of the Director**

Circulation and Visits

- Discussion ensued on circulation and visits.
- As of 9/20/2018, there has been 225 new patron cards for the year 2018.

Programs & Announcements

- Discussion ensued.
- Attendance is up from last month.
- Sunday Fall Programs start on September 30, 2018 at 2pm.
- There are many exciting programs scheduled for the fall.

Director's Report – attached separately

- Discussion ensued.

**Friends of the Library Report**

- Participated in Old Home Day. Fall Friends are now for sale (\$20 for new one, \$10 for re-entry)

- Ran transfer station for Reach the Beach. The Library was open this year. No issues with parking or safety.
- Next meeting: Sept. 24

### **Old Business**

- Youth Services Position Update
  - Six resumes were received for the Youth Services Librarian Position.
  - Adrienne Skora was offered the job, and she accepted.
- Primex - Workers Comp & Unemployment Coverage Consolidation
  - As of January 1, online reporting will be completed through the town.
- 2019 Budget discussion & dates
  - 3 Budgets need to be submitted: default, 2% increase, and wish budget.
  - Director Hoadley is going to ask the Selectmen for a date change for the budget presentation.
    - To meet with Selectmen earlier than previously scheduled.
- Stairs outside
  - Two steps have been repaired, but the whole staircase needs to be replaced.

### **New Business**

- Parking lot concerns - Guest: Arthur Genualdo, Sandown Highway Department
  - Library expressed concern about ice formation in parking lot during the winter. One person fell last year. Water is coming down from the road into the middle of the parking lot.
  - Parking spaces lines.
    - Someone backed into another car.
    - Lines need to be repainted.
    - Arthur Genualdo gave Director Hoadley information on who to contact in regards to the lines.
- Capital Improvement Plan Meeting
  - Wednesday, September 26, 2018
- Holiday schedule for Christmas Eve and New Year's Eve and 2019
  - Trustee Owens made a motion to accept the amended 2018 Holiday Schedule. Trustee Stock seconded the motion, and the motion carried unanimously.
- Director Evaluation
  - Trustees are going to utilize The Town of Sandown Performance Evaluation Supervisor/Department Head form.
  - Staff will be given a form to fill out to evaluate the Director.
- Resignation of Trustee Skora
  - Trustee True motioned to accept Trustee Skora's letter of resignation with regrets. Trustee Owens seconded and the motion carried unanimously.

### **Next Business Meetings**

- Thursday, October 25, 2018 @ 7:00 p.m. (Advocacy Bootcamp at 6:30pm)

### **Adjournment**

Trustee Owens motioned to adjourn the meeting at 8:50pm; Trustee True seconded and the motion carried unanimously.

**Respectfully Submitted**

**Adrienne Skora, Secretary**