



*Sandown Public Library Trustees Meeting*  
**Minutes for November 15, 2018 at 7 PM**  
**Sandown Public Library**

**Call to Order –**

The meeting was called to order at 6:34pm

**Attendance**

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

**Pledge of Allegiance**

**Finance Report**

Financial Reports – prepared by Patricia Sarcione, Bookkeeper  
Densen Fund Donation: none

**Approval of Minutes**

October 25, 2018 & November 8, 2018

Trustee Stock motioned to approve the October 25, 2018 minutes as written. Trustee Fournier seconded and the motion carried unanimously.

Trustee Stock motioned to approve the November 8, 2018 minutes as written. Trustee Fournier seconded and the motion carried unanimously.

**News & Views of the Director**

Statistics

As previously discussed with the Trustees, the Director is now recording the previously noted categories of visits and circulation as Statistics to more accurately reflect the combination of circulation, visits, telephone, website users, wireless users, outreach, programming and offsite programming attendance. A copy of all the statistics will be available as part of the minutes.

Programs & Announcements

The Director provided additional statistics and charts that better illustrate programs and attendance at programs. With the hiring of a new Youth Services Librarian in October 2018, the increase in programs and attendance at programs is already evident.

Our Youth Services team has started the following programs including but not limited to Pajama Story Hour, Food Science, Lego Club and early in December a Holiday drop-off (and pick up) for parents trying to get out for holiday shopping without paying a baby-sitter.

Director's Report – attached separately

At the time of the meeting, the Director reported we have a quote to repaint the parking lot lines which she has submitted to our Town Administrator and the amount will be entered as a “to do” into the Government Buildings account.

Discussion ensued regarding other items in the report.

### **Friends of the Library Report**

- Winners were chosen for the Fall Friends. They are: #1 The Seabourne Family; #2 Ken & Sue Kehoe; and #3 Lindsey Richardson

### **Old Business**

- Final proposed Budget review

Closed Session

Trustee True motioned to enter closed session in accordance to RSA 91-A:3, II (a), Trustee Fournier seconded and the motion carried unanimously with the following votes: Trustees Diana True – aye; Carol Fournier – aye; Peter Stock – aye; Tina Owens – aye. The Trustees invited into the closed session, Library Director, Deb Hoadley, and Selectmen Liaison, Stephen Brown.

Publisher Session reconvened at 8:33pm

Trustee Stock motioned to seal the minutes of the closed session; Trustee True seconded and the motion carried unanimously with the following votes: Trustees Diana True – aye; Carol Fournier – aye; Peter Stock – aye; Tina Owens – aye.

2019 Budget Schedule

Board of Selectmen Budget Review: November 26, 2018 at 7:00pm

Budget Committee Review: December 12, 2018 at 7:30pm

### **New Business**

- Bookdrop Location and Curbside Pickup Service
  - The Director would like to move the Bookdrop location off the front porch and closer to the parking lot. Discussion ensued.
- Trustee Stock motioned to approve moving the Bookdrop closer to the parking lot and to approve a pilot program for a Curbside Pickup Service. Trustee Fournier seconded and the motion carried unanimously.

### **Next Business Meetings**

- Thursday, December 20, 2018 @ 7:00 p.m.

### **Adjournment**

Trustee Fournier motioned to adjourn at 8:50pm; Trustee Stock seconded and the motion carried unanimously.

Respectfully submitted,

Tina Owens

Vice Chairperson and Acting Secretary