



1
2 *Sandown Public Library Trustees Meeting*
3 **Minutes for December 19**
4 **Sandown Public Library**
5

6 **Call to Order**

7 The meeting was called at 10:55 a.m.
8

9 **Attendance**

10 **Carol Busby, Chair; Trustees: Carol Fournier, Tina Owens, Treasurer and Deb Hoadley**

11 **Library Director**

12 **In absentia: Diana True and Caroline Morse**
13

14 **Guest: Mr. Paul Rodgers**

15 Discussion of Mr. Rodgers appeal regarding his disbarment from the library due to
16 disruptive behavior ensued. Mr. Rodgers was given a copy of the Behavior Policy and a
17 copy of our agenda indicating he had limited time to present his side of the story. After
18 which we thanked him and he left.
19

20 The Trustees advised the Library Director to follow-up with the Town Administrator and
21 Chief of the Police to inform them the meeting occurred. Mr. Rodgers can return to the
22 library on January 2, 2020.
23

24 **Finance Report**

- 25 ● P&L Budget vs. Actual Spreadsheet
26 Discussion ensued regarding final year-end expenses.
27 ● Year-end Financials – Discussion ensued regarding accruing the final payroll for hours
28 worked in 2019 with actual disbursement on January 2, 2020. Trustee Owens moved to
29 approve moving Fines Account money into the checking account to cover the accrued
30 payroll. Trustee Fournier seconded and the motion carried unanimously.
31 ● Edward Jones update – nothing new to report.
32 ● Undesignated donation: \$27.00 and additional \$100.00 which arrived after the posting of the
33 public agenda.
34 Trustee Fournier moved to approve both donations, Trustee Owens seconded and the motion
35 carried unanimously.
36

37 **Approval of Minutes**

- 38 ● October 17, 2019 – discussion ensued.
39 Trustee Fournier moved to accept the minutes as accepted. Trustee Owens seconded and the
40 motion carried unanimously.
41 ● November 7, 2019 (this was a meeting to discuss the 2020 budget proposal) tabled until
42 January meeting.
43

44 **News & Views of the Director**

- 45 ● Statistics
46 ● Programs & Announcements

47 Regarding our Homebound Program, Kimi Nichols Services who currently handles our ILL
48 requests (for free) is vetted to provide homebound services. The Director will explore if we
49 can leverage Kimi Nichols service for our homebound program more thoroughly in January.
50 ● Director’s Report – attached separately; discussion ensued.

51

52 **Friends of the Library Report**

- 53 ● Annual December Dinner & Cookie Swap – December 9, 2019
54 ● Approved spending \$1,494.64 for 2020 programs and \$2,155.00 for museum passes in 2020.
55 This is a total commitment of \$3,649.64.

56

57 **Old Business**

- 58 ● 2020 Budget
59 The Trustees addressed this matter during the Financial Report discussion.
60 Trustee Busby was brought up to speed on meetings with the Board of Selectmen (BOS) and
61 Budget Committee. Discussion ensued.
62 ● 2020 Holiday Schedule
63 ● Bookkeeper Contract
64 Discussion ensued regarding the \$10/mo increase in fees. Trustee Owens moved to accept
65 the 2020 Bookkeeper Contract: Trustee Fournier seconded and the motion carried
66 unanimously.

67

68 **New Business**

69 Future Trustees Meetings

70 A request was brought forward to move the monthly Trustees business meeting to the
71 Second Thursday of each month. Discussion ensued and all Trustees agreed to this
72 change. In addition, the new start time shall be 6:00 p.m.

73

74 Bonding the Library Trustees

75 Discussion ensued regarding the bonding of at least two members of the Board. Trustee
76 Owens will check with the Library’s Bank and the Library Director will check with the
77 Town.

- 78 ● Trustees: Next business meeting – Thursday January 9th at 6:00 p.m.
79 ● Selectmen Meeting – December 30, 2019
80 ● Budget Committee Meeting- January 8, 2020
81 ● Deliberative Session – Saturday February 1, 2020

82

83 **Adjourned the meeting at - 12:44 p.m.**

84

85 **These minutes recorded by**

86 **Tina Owens, Treasurer**