



Sandown Public Library Trustees Meeting

Minutes

April 18, 2019 at 7 PM

Sandown Public Library

Call to Order at 7:01 pm

Attendance: Diana True, Carol Fournier, Caroline Morse, Carol Busby, Tina Owens and Director Deb Hoadley
Selectman's Liaison Steve Brown in absentia

Pledge of Allegiance

Trustee Orientation Received copies of 2016 manual

Finance Report

Financial Reports – prepared by Deb Hoadley. Discussion ensued.

Undesignated Donations: None

Edward Jones Investment – bank signatures and CDs. Arrangements are being made to go to Edward Jones & TD Bank for signatures.

Approval of Minutes

March 28, 2019 Minutes changed to reflect that Carol Busby is Vice Chair rather than Co-Chair.

Trustee Owens motioned to approve the minutes as corrected. Trustee Fournier seconded. Motion passed unanimously.

News & Views of the Director

- Statistics – the monthly statistics were presented and reviewed. Discussion ensued. (Copies available upon request.)
- Programs & Announcements – details were provided (available on request).
- Director's Report – Director Hoadley presented her monthly report; discussion ensued. (Copies available upon request.)

Friends of the Library Report

- A Mystery Night with the Friends was a success. There were over 100 people in attendance. The Friends made over \$1500.
- Next fundraiser: Raffle Baskets – drawing to be held on June 20 at the Ice Cream Social.
- Next meeting: Monday, May 20 at 6:30pm

Old Business

- PTO Policy & Matrix- Proposed changes to paid time off and vacation time policy were presented. Discussion ensued. The Director will make changes as discussed and present them at the next meeting.
- Building Repairs from flood – A contractor has inspected the premises and damage, will be generating an estimate for repairs, and will send a quote to the insurance representative.
- NHLTA Conference – May 29 – Trustees discussed available classes and how many will be attending.
- SNHLC Bylaws Discussion for annual meeting on May 6 – Changes to the current cooperative agreement were presented and discussed. Attendance for the meeting on May 6 at the Plaistow Library was discussed.

New Business

- New contact information for Trustees was presented, and necessary changes were made to the list.
- Salary increase and full-time position will begin on Pay Period 9 (starting 4/5/2019) – Adjusted salaries were presented, discussed and approved. Tina Owens made the motion to accept, Carol Fournier seconded. Motion passed unanimously.

- 2020 Budget – Potential 2020 and 2021 Budgets were proposed and presented for discussion.

Next Business Meetings

- SNHLC Annual Meeting, Monday, May 6 at the Plaistow Public Library at 7pm
- Thursday, May 16 at 7pm
- Date change for June – Thursday, June 27 at 7 pm (Friends Ice Cream Social on June 20)

Adjournment

- Trustee Busby motioned to adjourn at 9:03pm, Trustee Fournier seconded and the motion passed unanimously.

Respectfully submitted,

Caroline Morse
Secretary of the Board of Trustees
Sandown Public Library