



Sandown Public Library Trustees Meeting

Minutes

May 16, 2019 at 7 PM

Sandown Public Library

Call to Order at 7:01 pm

Attendance: Trustees: Diana True, Carol Fournier, Caroline Morse, Carol Busby, Tina Owens; Director, Deb Hoadley; and Selectmen Liaison, Steve Brown

Pledge of Allegiance

Finance Report

- P&L Budget vs. Actual – prepared by Deb Hoadley, discussion ensued.
- Undesignated Donations: \$37.00 – Tina made a motion to accept undesignated donations, seconded by Carol Fournier. Motion passed unanimously.

Approval of Minutes

- April 18, 2019 – Diana True made a motion to accept the minutes as corrected. Seconded by Carol Busby, 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

- Upstairs Book Sale Area
- Participated in Town Wide Yard Sale (5/4/19) with Book Sale upstairs
- Next meeting: Monday, May 20 at 6:30pm

Old Business

- Review *Revised Time Off Employee Policy*. Tina Owens motioned to approve, seconded by Carol Fournier, motion passed unanimously.
- Building Repairs from flood
- Equipment & Furniture Expense - \$285.20 This was for 2 barcode scanners.

New Business

- SNHLC Annual Meeting Report – SNHLC Annual Meeting was discussed.
- Dues paid for NHLTA – Dues have been paid.
- Food for Fines – June – discussed changing fines policy for the month of June for collecting fines. Carol Busby motioned to approve change for the month of June, Diana True seconded, motion passed unanimously.
- Property Liability Insurance Coverage was discussed.
- MOU with Selectmen – need 2-3 people to work on this. Carol Busby and Tina Owens will work on this, time TBD. Draft needs to be drawn up with Lynne, Lynne will bring it to selectmen.

- Foundation Guest in June – Bedford librarian slated to attend June 27 meeting with someone who knows about starting a foundation.
- Question was raised about whether library staff are certified in CPR; fire department is working on recertification; there is an AED device in the library.
- There will be a camp-out on library grounds, June 22-23.

Next Business Meetings

- SNHLC Annual Meeting, Monday, May 4, 2020 at the Kimball Library, Atkinson
- Time change for June meeting - Thursday, June 27 at 1pm

Adjournment

Carol Busby moved to adjourn at 8:22pm; Carol Fournier seconded and the motion passed unanimously.

Respectfully submitted
Caroline Morse
Secretary