

## **Southern NH Library Cooperative - May 7, 2018**

The Southern New Hampshire Library Cooperative held its Annual Meeting on Monday, May 7 2018, at the Sandown Public Library.

Present:

Diane Heer, Director	Atkinson
James Cobb, Trustee	Atkinson
Tom Kelley, Trustee	Atkinson
Wendy Doughty, Trustee	Atkinson

Cab Vinton, Director	Plaistow
Rosemarie Bayek, Trustee	Plaistow
Jennifer Kiarsis, Trustee	Plaistow

Deb Hoadley, Director	Sandown
Pete Stock, Trustee	Sandown
Adrienne Skora, Trustee	Sandown

### **Call to Order**

Deb Hoadley, Director, Sandown Library, called the meeting to order at 7:05 p.m. The attendees introduced themselves.

### **Approval of Minutes**

The attendees reviewed the minutes of the meeting on May 8, 2017. Kimball trustee Tom Kelley made a motion to accept the minutes from the May 8, 2017 meeting. Sandown trustee Pete Stock seconded the motion. The motion carried 7:0:3.

### **Updates from the Directors**

- **Cab Vinton, Plaistow Public Library- Statistics**
  - Director Vinton distributed a handout entitled “Inter-Library Use by Coop Residents”. A copy is attached to these minutes.
    - 92% of all checkouts occur at a patron’s home library and are of items that belong to their home library.
    - 4.4% of all items checked out by Kimball patrons were checked out at Plaistow or Sandown.

- 3.7 % of all items checked out by Plaistow patrons were checked out at Kimball or Sandown.
  - 7.6% of all items checked out by Sandown patrons were checked out at Kimball or Plaistow.
  - All three libraries together own 97,214 unique titles.
    - Collections are very complimentary.
- **Diane Heer, Kimball Library- Policies & Procedure Update**
  - Director Heer distributed a handout entitled “SNHLC Policies” A copy is attached to these minutes
    - Card Holders
      - Discussion ensued on who can be a cardholder
      - Discussion ensued on Library card temporary renewals
    - Fines
      - Fine limit \$15.
      - Each library encourages patrons to pay fines at their home library.
    - New Materials
      - There are no transfers of “new” materials between libraries.
        - Each library can make exceptions to transferring on a case-by-case basis.
    - Collections
      - Directors continue to talk about specializing in non-fiction areas (history, crafts, military, cooking, etc.,).
    - Museum Passes
      - All cooperative libraries will allow passes to be loaned out to patrons within the cooperative.
- **Deb Hoadley, Sandown Public Library- Koha Update**
  - Director Hoadley passed out the handout entitled “Koha Update-2018” A copy is attached to these minutes
    - Implementations done this year.
      - Discussion ensued.
        - SMS or text messaging is now in place.
        - Quick form for new patron
        - SSL- secure https implementation by Koha
        - PayPal is working, but no library is using it yet.
    - Future updates
      - Discussion ensued

**Review of current SNHLC Agreement/By-laws**

- Each board will go back and look at the agreement to see amendments need to added or changes made. If changes need to be made, it needs to be put into written format by April 1st.

**Old Business/New Business**

- No old or new business

**Other**

- Hoopla- All three libraries should have it in place by May 15th.

**Date of Next Meeting/Adjourn**

- The Next Annual Meeting of the Southern New Hampshire Library Cooperative will be on Monday, May 6, 2019.
- Sandown trustee Adrienne Skora made a motion that the meeting be adjourned; Sandown trustee Pete Stock seconded the motion, and the motion carried. The meeting adjourned at 8:55 pm.

Respectively submitted,

Adrienne Skora  
Secretary, Sandown Public Library Board of Trustees  
Minute Taker