

Plaistow Public Library – Board of Trustees Meeting

Monday, June 10, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:35 PM by Catherine Willis, Chair.

Item One: Welcome and Call to Order

Present was: Catherine Willis, Chair
Kathleen Vavra, Assistant Chair
Jennifer Kiarsis
LuAnn Blair, Secretary
Jane Query, Alternate

Excused was: James Peck, Treasurer

Also present: Diane Arrato Gavrish, Library Director
Laurie Pagnottaro, Minute Taker

Item Four: Correspondence and Communication

- Dean Zanello, Cable Coordinator on Cable Access

Present was Dean Zanello, Cable Coordinator, to discuss future cable opportunities for the library with the Board. He explained the following:

- He would like to put in audio and video wiring to accommodate multiple sets of cameras; they will have someone come in for an estimate
- The room could hold three or four mounted cameras eventually and some can be plugged into the wall
- He is looking at putting in a small control room; possibly in the small storage closet
- It would be similar to the Town Hall set-up
- He would like to have a better backdrop set-up; curtain, fake plants, light panels in the ceiling, a tapestry

The Board and D. Zanello discussed who would provide this to the library and the backdrop.

C. Willis asked if the library would need to provide a staff for the control room.

D. Zanello explained that someone from cable will come down if they have a program they would like to air. However, if they have a staff or volunteer who would like to be trained to record events they would certainly not turn them away.

C. Willis asked about a mobile camera that had been previously discussed.

D. Zanello could not recall the discussion but agreed that a camcorder would be a good solution.

The Board discussed if parental permission is needed for video-taping in the children's room.

D. Arrato Gavrish answered yes, they do need permission. They have a waiver parents must sign. They would need to know in advance if an event will be taped.

L. Blair asked if a projector could be included in wiring.

D. Zanello stated that is a good idea to consider. He added that they could also use it to do a direct feed if someone is giving a presentation like they do at Town Hall. He added if the library would like to purchase it then he could install it. He added that they will need to look for one that puts out a bright enough picture that they can leave the lights in the room on to not compromise the video.

D. Zanello summarized what he would like to start with:

- Audio and video wiring
- Small control room
- Light panels in the ceiling

The Board discussed the small closet space D. Zanello would like to use for the control room and what it is currently being used for. It will later be decided if this space will work for the control room.

D. Zanello stated that the Cable Department would be responsible for providing the wiring and the cable casting equipment and the Library would supply the backdrop/ aesthetics of the room and the projector if they want it. He added that he has no specific timeline on this project, but it would be for the next budget year.

D. Zanello left the meeting at 7:00pm.

Item Two: Secretaries Report

- Minutes of May 13, 2013:

★K. Vavra motioned to approve the minutes of May 13, 2013, second by J. Query.

Discussion:

D. Arrato Gavrish noted a spelling correction; page 5, Tom Cullins (not Collins).

L. Pagnottaro will amend the minutes with these changes.

★There was no further discussion on the motion and the vote was 3-0-2; L. Blair and J. Kiarsis abstained.

- Minutes of May 28, 2013:

K. Vavra motioned to approve the minutes of May 28, 2013, second by J. Query.

★There was no discussion on the motion and the vote was 4-0-1; J. Kiarsis abstained.

Item Three Treasurer's Report

C. Willis gave the Treasurers report to the Board but there was no discussion on it.

Item Six: Old Business

- Bylaws:

C. Willis noted that the Bylaws look fine now that they no longer have an assistant treasurer. They do not need to be amended. They do however, need an amendment date on them. **She will send them out electronically to the Board and they can vote on them at the next meeting.**

- Strategic Plan:

The Strategic Plan was tabled until the fall.

- Co-op Meeting Minutes:

The minutes are not available yet.

C. Willis reviewed the Right to Know Laws regarding meeting minutes and confidentiality with the Board. She noted and stressed the following points:

- Discussions regarding personnel can be done in non-public but discussions about trustees must be done in public session.
- Meeting minutes by law must be posted in five business days
- Non-public meeting minutes not sealed must be posted in 72 hours
- They can be posted as a draft until approved
- Items discussed in Non-public session, with sealed minutes, must be kept confidential; law is extremely strict about it. RSA 42:1-states that a breach of confidentiality can result in removal from office or other legal actions.

C. Willis explained that the LGC website has a lot of great information regarding these issues that the Board can review on their own.

Item Five: Director's Report

D. Arrato Gavrish explained that after showing D. Zanello both areas discussed for the control room he is still in favor of the small closet space. She added that he also liked Patricia's office, as it is quiet and fairly unused. Patricia would still be able to use the office as well. It could be a second choice.

- Introduction of new staff member, Cara Marsh:

The Board met and welcomed Cara Marsh.

- Review of Children's Programming:

D. Arrato Gavrish explained the Summer Reading Program to the Board:

- The children's program; Dig into Reading, will consist of a game board and reading log given to children upon registration. Prizes will be awarded at certain benchmarks along the game and once the game Board is completed and returned and they will have an opportunity to earn raffle tickets for larger prizes. Golden tickets will be hidden in certain books as well for incentive. Each week will have a different theme with library events and activities each week connected to the theme. The program will start June 27th through August 9th. Donations have been solicited and are coming in to support the program and sponsor recognition is being worked on.
- The teen program, Beneath the Surface, will be simpler. It will be for grades 9 – 12. A book club around the book "Dear Teen Me" will be held. There will be benchmark rewards and raffles awarded for goals met. iTunes gift cards will be given.
- The adult program is Ground Breaking Reads. The Friend's has donated \$15. Barnes and Noble gift cards for the adult program raffles.

The Board discussed the movie night. It was noted that Wednesday night might be in conflict with the Wednesday Night Concert at Town Hall. They also discussed the point that the movies cannot be advertized.

- Review of Director Report and Statistics:

D. Arrato Gavrish noted that the i-Pads are not out yet as they are still waiting to order the mounts until more research is done on them.

D. Arrato Gavrish presented the May statistics to the Board for them to review. She noted that they are in the format that D. Hoadley had requested to show the present month and the same month last year.

C. Willis noted that the book circulation has been going down slightly but that the downloads has gone way up.

D. Attaro Gavrish noted that Annie would not be coming back in the fall so they will have a page position to fill. She added that they have already has several inquiries into the position.

C. Willis asked about the cleaning portion of the report; noting that deeper cleaning was recommended by the director.

D. Arrato Gavrish explained that the building is getting older and showing its wear. She also feels that as the maintenance person only works part time he cannot keep up with it. She has come up with another maintenance schedule she would like to discuss with him and his supervisor. She added that Gerry has discussed cutting back even more hours and that is part of her concern. Some painting and power washing also needs to be done. **She will speak to Dave the supervisor.**

C. Willis stated that she should mention that the library contracts for 28 hours and if Gerry decreases those hours that they will need to fill them.

D. Arrato Gavrish will send the Board the updated July schedule so the Board will be aware of where gaps will be.

- New database purchased by Co-op:

They have been looking into Novelist Select, they currently have Novelist. She explained the new features it will have and added that the other two Co-op libraries have committed to it. It is \$1500, split three ways and is a great bargain (\$531 cost for the library).

Item Seven: New Business

C. Willis asked Board members if they could all switch back to the second Monday of the month for meeting switched by D. Hoadley.

It was noted that October and November dates were changed due to holidays but that July's meeting will be July 8th.

Item Six: Old Business

The Board revisited Old Business as D. Arrato Gavrish was not in the room when first discussed.

D. Arrato Gavrish noted that she has updated the policy and has sent it to the Board. She added that the minutes do not reflect that they have been accepted yet. She will re-send it to C. Willis as well as a chronology of other updates she made.

D. Arrato Gavrish left the meeting at 7:58 pm.

Item Eight: Non-Public Session

C. Willis explained that she would like to go into non-public session under RSA 91-A:3(II)a, Personnel and RSA 91-A:3(II)e, Legal. She noted that there will be no further business before the Board after the Non-public session and the Board will adjourn.

★J. Kiarsis motioned to enter non-public session under RSA 91-A:3(II)a & RSA 91-A:3(II)e, second by K. Vavra.

Roll Call Vote: 5-0-0 U/A

J. Query – yes

C. Willis – yes

K. Vavra – yes

J. Kiarsis – yes

L. Blair - yes

There was no further business before the Board and the meeting was adjourned at 9:00 PM.

These minutes recorded by _____

Laurie Pagnottaro, Minute Taker