

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 9, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 9, 2014.

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jennifer Kiarsis, Secretary  
Jane Query  
Luann Blair  
Michelle Sykes, Alternate, President, Friends of the Library

Absent: Rosemarie Bayek, Alternate

Others Present: Cab Vinton, Library Director  
Gail Martin Swiderski, Minute Taker

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:35 am.

**Secretary's Report**

A motion was made by Jennifer Kiarsis to accept the Minutes of the November 18, 2014 Board of Trustees Meeting, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim Peck presented the Treasurer's Report through November 30, 2014. Jim reported on the following:

- Legal budget is \$10,711 under with another \$3,500 budgeted for December resulting in money being returned to the Town. There were additional funds spent including fees for contract review, and building consultant, awaiting statements for payment.
- The Janitor and Building Insurance is an actual, there is no budget because the exact amount was budgeted in December; backing out the amount of \$23,659 would show the Facilities Expenses over by \$3,658 as a result of plumbing issues and landscaping needs.
- Materials budget is coming in line for the year.

- Payroll expenses has been significantly under for the year currently at \$36,236 through November, by the end of the year payroll expenses are expected to be close to budget.
- Education budget is under budget by \$1,740.
- Public activities budget is over \$5,070, an additional \$500 is budgeted for December; year-end is expected to be over by \$5,000 (off set by the salaries under budget).
- Supplies is closer in line but will probably end the year over by \$3-4,000 (off set by the salaries under budget).
- Technical Services is in line.
- Utilities, close to plan, ending the year possibly a bit under.

Jim reported with all adjustments made and anticipated the Library budget to date is approximately \$31,000 under budget. December is expected to bring expenses close to budget or slightly under. Jim predicted year-end to be \$43,000 favorable, an amount of approximately \$13,000 will be returned to the Town leaving an estimated \$30,000 under budget.

Jim reported encumbered funds were approximately \$43-44,000 of which \$9,000 has been spent resulting in \$35,000 in encumbered funds to be allocated.

Catherine reported that a meeting has been scheduled for Tuesday, December 30<sup>th</sup> to encumber all the funds.

Jim reported the Library's budget is in line and thus in line for the 2015 anticipated budget.

Jim reported on the sub-accounting ending balance of \$215,000. Jim went to People's Bank to inquire of their services. They have the ability to provide the sub accounting. The rate of interest is slightly higher than TD Bank but ultimately not worth making a change at this time.

Jim reported donations through November totaled \$2,200; full report will be made in January.

A Motion was made by Jennifer Kiarsis to accept the Treasurer's Report. Seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 1 (Peck).

### **Correspondence/Communications**

Catherine reported that there was no correspondence. Cab noted the Thursday Morning Quilters sent in a donation of \$85.00.

### **Friends of the Library**

Michelle Sykes reported the Vendor Fair brought in \$1,128 minus expenses leaving a profit of \$904.77. The raffle closes on Friday. Michelle reported the vendors were happier this year. The next meeting will be the first Monday in February. Michelle reported that the Friends have welcomed a new member, Cindy McDonald.

Catherine expressed thanks on behalf of the Trustees to the “Friends” for all their hard work.

### **Director’s Report**

Cab reported Rebecca Paula, new employee, has given her notice to accept a full time assistant editor position with a local newspaper. Cab indicated he has resumes from people who had previously applied for the position that he can draw from.

Cab discussed continuing education and the extent to which the Trustees would be willing to sponsor, for example, there is an Archive related course that one of the employees is very interested in taking. This course is 10 weeks long (on-line) and costs \$600-700. Cab noted that this is a big commitment that benefits the Library and that the staff member’s retention with the Library should not be in question. There was a general discussion about the Library’s policy for employees to pay back course cost if they leave employment within a certain period of time, etc. Jennifer will review the continuing education policy and report back to the Trustees. Cab feels that the Library and potentially the public will benefit from this course.

Cab reported that Jenn and Brianna are actively working on planning events for 2015. There is an event planned for January 24<sup>th</sup>, Mark Ford, a retired Game Warden from Maine will be speaking at the Library. They are coordinating events for the spring centered on health issues. There have been over 200 on-line responses to the Library survey, Friday is the cutoff date; there are over 240 returns totally.

Cab questioned what constitutes a “library program”. Library sponsored vs. groups that use space at the Library. These groups often feel they deserve library support from staff and/or publicity in Library News. Some groups expect snacks to be provided, Library staff to help with advertising, is the Library space being used to run a personal business. There are numerous other “groups” that use the library that the public do not know about, should there be a generic Community Calendar (separate from the Library Calendar) made available for the public to see what is happening in Town. Groups can continue to be booked with the stipulation that any Library events will pre-empt outside groups using Library space. The Library will do its best not to book something within four weeks of a date that would cause the outside group to have to reschedule. Groups should be responsible for their own registrations, contact person to call (not the Library), book future space on a quarterly basis or 6 months at a time.

Groups should be informed that the Library welcomes donations for the use of Library space.

Cab reported that talks are ongoing with Barry Raymond regarding the flag pole lighting, currently waiting for an estimate.

### **Old Business**

HVAC status, Cab reported that the RFP was sent out, two contactors came for the walk through. Both companies felt that the issues were not insurmountable. The companies were

Control Technologies and Howes, the consultant feels that these two companies know what they are doing. The contract will specify the need for total satisfaction upon completion. Expenses involved should total around \$5400.

Cab is meeting with 3-4 wireless vendors in the coming week, most companies do not do just wireless, they do IT management, Cab will be looking at the management aspect as well. Atkinson has a vendor that they contract with on a yearly basis to maintain their IT needs, he will inquire. Costs incurred approximately \$500.

Surveillance quotes coming in at around \$5,000. Jeff Russo has been hired to build shelving at a cost of approximately \$1300. The option is still open to upgrade the parking lot lights, cost incurred would be around \$9,000. Cab has also spoken with a generator company, there possibly could be grant money available through FEMA to help with purchase and installation. Projected expenses around \$25,000.

Cab will create a list for presentation at the December 30<sup>th</sup> meeting.

Cab noted that Michelle Albion, author, has met with Cab and Brianna to discuss some upcoming Library projects/events. Michelle likes the idea of turning the Library into a destination for authors, she knows many writers that she could bring to the Library. She came up with a proposal that she could work between 5 and 10 hours a month. She currently has a free week at the end of the year, the Library could hire her as a consultant to discuss ideas such as, a writers' festival, starting a writers' group, etc. Michelle would be valuable in assisting Brianna in structuring these types of programs/events. Cab will request Michelle to come up with a plan for programs/events for 2015.

Cab reported that the Life Cycle cost analysis contract is about to be signed. Cab will review Atkinson's paperwork regarding the FEMA grant for generators and report back to the Trustees.

Cab will obtain additional quotes for security cameras.

Catherine requested that Strategic Plan meetings begin in February.

### **Old Business**

Employee Christmas Party, December 18<sup>th</sup>, notices have been sent out, Chinese or Pizza available to pick from.

Luann submitted wage matrix information including:

- Town populations similar to Plaistow
- Public service hours per year
- Number of books in circulation
- Total staff expenditures
- Salary matrix

The matrix will be reviewed by the Trustees and Luann will report in detail at a future meeting.

The next regularly scheduled meeting of the Board will be Tuesday, January 13, 2015 at **10:30 am.**

**Adjournment**

A motion was made by Jenn Kiarsis to move to adjourn at 12:40 pm, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski  
Minute Taker