

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 13, 2015**

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

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 December 9, 2014 Board of Trustees Meeting, seconded by Jim Peck; Ayes 5, Opposed 0, Abstentions 0.

The Minutes of the Special Board of Trustees Meeting, correction on page 2, "Costagna" should be corrected to read "Castagna". Upon correction a motion was made by Jane Query to accept the Minutes of the December 30, 2014 Special Board of Trustees meeting, seconded by Jim Peck; Ayes 3, Opposed 0, Abstentions 2.

Treasurer's Report

Jim Peck presented the Treasurer's Report through December 31, 2014. Jim reported on the following:

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|---|--------------|-----------|
| • Total income for 2014 | \$567,457 | |
| • Total expenses | \$556,841* | |
| ✓ *Includes a reimbursement to the Town of | | \$ 14,205 |
| ✓ 2013 encumbered funds expenditures of | | \$ 8,340 |
| ✓ 2014 encumbered funds (HVAC) of | | \$ 42,309 |
| • Funds on Deposit in Money Market accounts | \$215,924.02 | |

Jim reported that the interest rate on the sub-accounting funds was 0.15%

Jim reported that the Memorial Funds need to be addressed, what was the original intent for these funds, how would these individuals like to have these funds distributed? The suggestion was also made to reach out to others in the community who may want to set up a memorial fund, i.e. a memorial fund for ground beautification, technology, etc. Cab suggested setting up a system where people could contribute to a memorial fund on a monthly basis, via credit card, he will research this further.

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

A Motion was made by Jim Peck to accept the Memorial Fund donations of \$1,100 and the Special Projects donations of \$1,340. Seconded by Jennifer Kiarsis; Ayes 5, Opposed 0, Abstentions 0.

Correspondence/Communications

Catherine reported that there was no correspondence.

Cab noted a donation from Roy Jeffrey to the Carolyn Jeffrey Memorial Fund. There was correspondence/notice of an upcoming informational dinner meeting in Portsmouth from Health Trust regarding the Affordable Care Act.

Cab reported that the Retirement System is auditing the Library.

Friends of the Library

Michelle Sykes reported the next meeting would be February 2, 2015. Catherine inquired whether there would be any interest in a Seniors Group, knitting items for the craft show, etc. something for discussion with the Friends.

Director's Report

Cab reported that

- Comcast has been at the Library. The McKinney Well Company came in also, Cab will follow up on why they were in the Library, who called them and what services were they performing, it may be related to the building assessment.
- Cab noted that he has a draft of the Library Report for the Town Report, he will finalize all the numbers. He also reported that the Town Report has a theme "Plaistow is" that he needs to work into his report as well as Library related pictures for the report.
- Staff positions, there is an opening as a result of Rebecca Paula resigning. Cab is reviewing the applications that were submitted initially and will reach out to those of interest.
- New inventorying procedures are being established that work with the current Koha system, adult fiction and nonfiction have been completed, children's area is in the process of completion, movies, audio books and various collections still need to be completed.
- Building assessment, the first draft is due on the 15th of January. The Howse Memorandum of Agreement has been executed, this agreement will expire on February 15th. A formal contract needs to be drawn up outlining the scope of work to be done by Howse.
- Cab has received quotes for wireless upgrades, security cameras and for shelves to be built. It was agreed that the shelving needs to be done, the security cameras are costly as is the wireless upgrades, Cab will investigate further on these two items.
- The cash handling system is still being researched, other libraries aren't satisfied with systems they have employed and Cab will continue to investigate.
- Generator grant, Atkinson has shared their grant information, these documents need to be reviewed further and grant applications need to be obtained and completed.
- Cab reported that Michelle Albion met with Briana in December to discuss a program for attracting great authors to the Library through networking. Currently there is no formal contract with Michelle beyond per diem.
- Flag pole, option of physically moving the light on the building to better illuminate the flag. Cab will investigate further.

Old Business

Continuing Education, a questions was raised regarding the retention of employees after the Library has paid for a job related course. Wording needs to be added to the current policy that will indicate grade expectation and retention, or a pro-rated return of cost by the employee to the Library if the employee leaves within a designated time after taking the course. Jenn will research and work on the policy wording.

Meeting room policy, Jane handed out the Meeting Room Use Agreement as well as the Library's Meeting Room Policy. The Use Agreement simply indemnifies and holds the Library harmless from and against all liability. The policy indicates that no group will imply in its advertising that the Library has sponsored or supported its meeting or group unless written permission is given by the Library Director. Jane indicated that people contact the Library on a regular basis requesting information about a non-library sponsored group. It was brought to the attention of the Trustees that some groups that regularly meet at the Library are storing items in the closet, there was a general discussion on how to handle this going forward, the policy will be reviewed and appropriate language added. A request was made for a list of the organizations that use the Library meeting space on a regular basis.

New Business

- Trustee Handbook, Catherine indicated a need to update this handbook, open for further discussion.
- Jenn is working on the updates of the Employee Handbook. Jenn will send new policy updates to Catherine and Cab.
- Strategic Planning Committee, there will be a meeting January 27th at 10:30 am to discuss, among other things, facility needs over the course of 3 to 5 years.

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

Adjournment

A motion was made by Jenn Kiarsis to move to adjourn at 12:16 pm. Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker