

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
November 10, 2015

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 10, 2015.

Present: Jennifer Kiarsis, Interim Chair
Jane Query, Interim Secretary
Luann Blair
Michelle Sykes, Friends of the Library, Alternate (voting today)
Rosemarie Bayek, Alternate

Not Present: James Peck, Treasurer
Catherine Willis

Others Present: Cab Vinton, Library Director
Melissa Theberge, Minute Taker

Call to Order

Jenn called the meeting of the Board of Trustees to order at 10:36am.

Jenn reported that the Trustee of the Year gift will be delivered to Cathy Willis.

Secretary's Report

Motion to accept the regular meeting minutes of November 10, 2015 made by Jenn Kiarsis, seconded by Michelle Sykes. Motion carried: Ayes 3, Opposed 0, Abstentions 1 (Query)

Treasurer's Report

Jenn tabled the official report for next month when Jim is present. Cab said he has projected through the end of the year, and except for a few unknowns, he estimated being \$3200 under budget. The board can decide at the next meeting how to proceed with this information.

Friends of the Library

Michelle reported that the group is preparing for the Vendor Fair. Signs are up around town. Twenty vendors are coming at this point but there is a question on the amount of room for in-library vendor spots. They are looking at moving instead to Sawyer's banquet hall and then they could have more vendors. There was discussion about whether this would draw more vendors and if people would travel to Sawyer's location instead of being on Main Street with the church fair. The Friends will consider these topics. They are also considering adding more craft vendors. They have collected more than \$400 worth of gift cards for the event.

Luann is talking to Brianna about a painting class, with a possible paint and chocolate theme. They are also thinking about a yard sale event in spring.

The father and son event around a lego theme is planned for just after the Super Bowl.

Souther NH Library Cooperative

No report.

Director's Report

Cab would like to take a week off starting right after Christmas. (Dec. 26 through Jan. 2 or 3) He will make sure relevant end of year spending is settled before departing and will confirm with Jim beforehand.

The State Library Association had a joint conference with New England Library Association. Jen and Brianna both went and found it beneficial for continuing education. Brianna was excited about additional lending ideas like cake pans, seeds, puzzles, toys, etc. There are issues to consider with storage and maintenance.

Alice is continuing to work on health insurance options along with Cab and Cathy. They will need to compile and analyze their research. Jenn asked about what type of plan they are considering and Cab reported that there were no real decisions yet. He said there is no rush to meet a current deadline and they have determined that a mid-year switch is possible, and there is a lot to take into consideration. Luann said that the plan should be adjusted to meet standard plans around us, which will likely involve a reduction in benefits.

The town has a new town planner, Greg Jones, who is an expert in geographic information systems which help analyze data based on maps. Using this ARC/GIS software, the library can figure out which parts of town are being served and determine if circulation related to socioeconomics or travel distances. Cab said this would give a better idea of who is and is not being served by the library.

Hampstead librarian Kate Thomas is getting her MLS online and one requirement is to complete an internship in IT for 120 hours. Cab is completing paperwork and looking at potential projects for her. Brianna has wanted a website upgrade so that's a possibility, among other things.

Regarding the parking lot light fixture repair, Cab has received and submitted the quote and received payment already. All the other lights should be upgraded to LEDs as well. There are 10 total but the library should look at making ideal choice for the first repair so that it can be replicated for the other 9 lights later. Cab said there are parking lot lighting standards and he wants to make sure the lighting doesn't become too bright for the neighborhood. He would like to have the appropriate level of dimness so that it is only slightly brighter than it is now. The Board agrees and does not wish to meet the full brightness standard when replacing bulbs.

Artist John Lecours has been emailing sketches to Cab and Jim of current plans. He also came in with panels that had preliminary sketches. Cab is pleased with the art so far and will copy the Board with what he has received from John.

Cab and Alice met with a local businessman opening a new pediatric dentist office. Since Alice already knows him they met together to discuss possibilities of outreach, sponsorships, and general ways that the business community and library can cooperate. He has joined PACE and Rosemarie reported that he has made many donations already to trick-or-treat and the town football team. He seems like a good partner to work with in order to build partnerships and generate ideas.

New Business

Trustee Boot Camp-- Jenn and Jane both attended this event. Jane went to orientation one month and the regular program the next month, and Jenn attended the regular program. Jane distributed binders to everyone including a printing of the NH Library Trustee Association manual. One of the most important topics is the Right to Know law. The key take-aways she shared are to start meetings promptly and keep meetings on task, to know the Right To Know Law and understand these, and to not conduct Trustee business via email except about scheduling meetings or disseminating information for a meeting. This avoids discussion via email that should only take place in a meeting. Cab added that when he seeks Board feedback, it is best practice to reply individually rather than using "reply all" so that it does not turn into a group discussion with a decision or a vote.

Jane added that it's not the Trustees' job to micromanage the Director. Questions for the Director can be asked but the time to follow up on required tasks is at meetings, not during a drop -visit. Jenn added that when non-public minutes are taken, it's important to know the Right to Know laws and to apply them properly. Past Trustee minutes were sealed but Jenn didn't realize there were additional decisions that needed to be made at that point to seal, unseal, and set a date. She asked about this at the Boot Camp and she was advised to ask an attorney. Jenn also learned that unsealed minutes get filed on the date that you opened them, not on the back date when they were initially taken. Jenn has added some unsealed minutes already to the 2015 book. Jane asked to learn about where printed materials are for Trustees and Cab will show her after the meeting. Rosemarie asked about the timeline for record keeping and Cab said he has learned that minutes must be kept permanently. Jenn is working to organize a few recent years of minutes that are not entirely complete at this time, 2011 and 2012 in particular.

Jane said she was updating contact information for the Board and she has a question about Trustee terms. If someone resigns, an appointment can be made until the next election which is not necessarily the end of the term. Jane said there are three openings in 2016 Jim, Luann, and Jane all have terms ending in the same year. Rosemarie will do some research to confirm this.

Bookkeeping Negotiations

Jenn said Jim is working on this and will update when he returns.

Budget Committee

Cab said there were no big problems at the meeting. Jenn asked if there were major concerns and Cab said there were not.

Landscaping Proposals

Cab has three proposals in a similar price range that he is considering. He needs to talk with some of these about possible areas to negotiate. Jenn suggested everyone look at the proposals and move forward at a coming meeting with a decision. Cab doesn't feel that splitting out the lawn care is going to be a feasible option. Cab added that fertilizing is not included in current estimates. Cab can check some references while the Board reviews the three estimates before the next meeting. Rosemarie suggested looking at some of the properties that these three companies care for already. Cab will get some addresses for review. Jane asked for confirmation that the snowplowing is covered by the town.

Other

Luann asked if the Trustees are willing to sponsor some Plaistow Library mugs that could be used to give as a gift to people who come in as speakers or presenters, as just a small token of appreciation. This met with general approval.

Luann asked if the Trustees would support starting a scholarship program for more costly events, like the upcoming Boxwood Tree material fee. Jenn suggested using Mr. Jeffrey's donation towards this type of fund and Cab suggested asking him. Rosemarie had some suggestions for how to verify who might qualify for scholarships. Cab suggested talking to some town hall staff for ideas on how to offer this to the community. Luann will follow up with some of these people for ideas on how to best move forward.

Old Business

Unitil Windfall Update

Jim is not here to share so this will be addressed next month.

HVAC

Cab has no update.

Disaster Plan

Jenn had a meeting with Raven and they enrolled the library with a document recovery association, the Northeast Document Conservation Center. Raven will print and distribute forms to be completed. Jenn said some of the most important components are having the town know all critical contacts at the library, as well as having the library staff know basic emergency information like how to use the fire extinguisher and perform CPR, for example.

Cab did update Pulsar with a new call list to reflect the listings decided upon at a previous meeting. Rosemarie suggested that Cab ask Pulsar to test the panic buttons at the library.

Strategic Plan

This will be discussed at a future meeting.

Other

Jenn asked about a life insurance update and Cab said it's being researched as part of Alice's insurance research. There was informal discussion about credit cards, reimbursements, and a company credit card for library use. Cab is satisfied with the current system for these items.

Adjournment: 12:12.

Next meeting: December 8, 2015 at 10:30am.

Respectfully submitted,

Melissa Theberge
Minute Taker