

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
March 15, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, March 15, 2016.

Present: Catherine Willis, Chair
Jane Query, Treasurer
James Peck, Vice Chair
Michelle Sykes, Friends of the Library, Alternate (voting today)
Rosemarie Bayek, Alternate (voting today)

Not Present: Jennifer Kiarsis, Secretary (present on speaker phone for elections only)
Luann Blair

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

Call to Order

Cathy Willis called the meeting of the Board of Trustees to order at 10:38am.
Cathy called for the election of officers and Jenn Kiarsis joined briefly via speaker phone.

Jenn Kiarsis made a motion to accept the slate of officers as follows, seconded by Jane Query. Motion carried: Ayes 5, Opposed 0, Abstentions 0 (Rosemarie Bayek voted as alternate)

Cathy Willis, Chair
Jim Peck, Vice Chair
Jane Query, Treasurer
Jenn Kiarsis, Secretary

Jim will do all the treasurer reporting to assist Jane.

Secretary's Report

Motion to accept the regular meeting minutes of February 16, 2016 was made by Rosemary Bayek, seconded by Jim Peck. Motion carried: Ayes 5, Opposed 0, Abstentions 0 (both alternates voted).

Treasurer's Report

Jim reported that all is going well to date. Repairs & Maintenance has very little activity so far. Materials is slightly high probably due to a payment to Junior Library Guild which Cab said helps with maintaining updated children's department. The payment is for the year. Jim said nothing has been spent yet in online resources but that will change. For Salaries, this year will have less variance due to full staffing

and raises that will stagger start throughout the year. Dental/Health insurance variance is because of the timing of payments, which hadn't been made at time of printing. For Public Activities, spending is slightly over for this point in the year. Cab explained that this reflects Jen's STEM programming plans, specifically for sewing machines. Jim expects the numbers will work out as the year progresses. For Gas, the variance will likely remain since it reflects a rebate and the winter has been mild.

For the sub-accounting report, Jim said he spoke with Roy Jeffrey, who wishes for \$1000 to go towards computers. Cathy asked about investing the funds differently for better return and Jim considers it too risky. Cab suggested looking at T-bills in order to get slightly higher percentage return with minimal risk.

Jim said he would review the investment policy with Jane and would bring it for formal review at an upcoming meeting, per requirements. Jane would like to know the details behind the various funds.

Motion to accept the Treasurer's Report was made by Rosemarie Bayek, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Peck).

Mural Update

Artist John LeCours presented the panels he is working on for display in the library, representing historic Plaistow. He has designed and painted these free of charge. They are beautiful and he welcomed the input the Board members offered on his progress. There was additional discussion about having a guide of some sort to identify the landmarks on the painting, as well as an artist biography.

Correspondence & Communication

A thank you note was received from Bob Harb.

Friends of the Library

The Friends met on February 26. Some of their current funds will go to summer reading. Father/Son Afternoon is planned for Sunday, April 3 from 12-2 and will involve a Lego building activity. They are looking for donations of small gifts for the boys. They also discussed having a plant sale in June. They are looking at changing meeting times from daytime to evening, possibly Monday nights. Cathy suggested having an afternoon tea to invite and encourage new member involvement.

SNHL Coop

Cab said the annual meeting is at PPL at 7pm on May 2. He would like to see trustee representation if possible. Also the group is working at the Timberlane Health Fair, tomorrow, March 16, 3-5:30pm promoting library resources.

Director's Report

Cab reported that the new Reading Buddies program is starting up. Participation of older kids was great; approximately 16 older kids came which allows for a lot of younger buddies. Jen may need to start a second program. Writing program will hopefully grow as well, only a couple kids have attended so far.

Raven is working on getting the town reports organized. Jim added that a searchable PDF is the goal.

The new volunteer page is on the website now and interest seems to be growing. Recommendations were made to share on it FB more often.

The library website will soon be mobile-friendly.

IT intern, Kate, has been busy working on many technology projects.

Alice has been working hard on the One Book program, along with 8 other libraries.

Town manager Sean Fitzgerald came to the library to offer a promotion to custodian Rich Gaudette.

Cab is working with Kimi Nichols and library volunteer policies.

Capital Reserve Fund passed on voting day, which means scheduling of septic and fire suppression system can now take place.

Cab discussed his 6 month goals from last September, which are all in various stages of completion.

- Wireless upgrade

- Detailed collection analysis

- Developing a substitute pool

- Enriching patron data in catalog

- Assessing adult programming

- Completing review of health insurance plans

Cathy asked for completion of these in approximately three more months and suggested some delegation of projects. Cab agreed that three months should be sufficient to complete the list.

HVAC: Cab met with the attorney about contract draft. Also met with an engineer about technical scope of the project and streamlined wording. All of these changes have been sent to Granite State and he is now waiting to hear back. He hopes to hear back by the end of next week. Cathy suggested a quick meeting to approve the contract when that happens.

Old Business

Contract Signing: Cathy explained that health care contracts must be signed at the end of the year for the following year. Historically a board member has signed these as it has been seen as a board concern. The current health representative, however, has sent these documents to Cab though she has clarified that it doesn't matter too much if Cab signs or if a trustee signs. How would the board like to proceed? There was agreement that the board will research the RSAs in regard to signing of contracts.

Strategic Planning Session: Cathy distributed a sample plan from another library to reference. Meeting will be held on March 29 at 10:30am.

New Business

Trustee Education Meeting Spring Conference: Cathy asked everyone to let her know if planning to attend so payment can be made.

Meeting Room Policy, Large Events: Cab suggested a joint town, fire, police, library meeting about large events that involve police detail, such as a candidate visit. A large event is one that creates parking challenges and makes it difficult for patrons. There needs to be a plan in place for any such event.

Pulsar Alarm Upgrade: Cab would like to go forward with the proposed plan, though it adds a slight increase in cost. Jim said that according to the warrant, Cab will need Board of Selectmen approval. There was consensus from the group to go forward with this.

Lawn Chemical Program: Cab shared a few comparisons of local companies. The consensus was to go forward with Greenskeeper.

Other--Electronic Sign: Jim said he is looking at the possibility of placement of an electronic sign and is contacting other groups in town to work out a possible discounted purchase. Improving the library sign is already part of the CIP.

Adjournment

Jane Query made a motion to adjourn at 12:34pm.

Next meeting: Tuesday, April 12, 10:30am

Respectfully submitted,

Melissa Theberge, Minute Taker