

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
January 10, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 10, 2017.

Present: Catherine Willis, Chair
James Peck, Vice Chair
Jennifer Kiarsis, Secretary
Luann Blair
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present: Rosemarie Bayek, Alternate
Jane Query, Treasurer

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 10:37am.

Secretary's Report

Motion to approve the regular meeting minutes from December 13, 2016 was made by Luann Blair, seconded by Jim Peck. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve the special meeting minutes from December 29, 2016 was made by Jim Peck, seconded by Luann Blair. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim reviewed the December report. He broke the funds down into Memorial Funds and Library Fund titles. He added that Roy Jeffrey's son expressed interest in allowing the Trustees to decide how to use the funds going forward. He will be submitting the Town Report shortly.

Jim then reviewed the year-end report and expressed satisfaction with how it all worked out. One motion made last month about unspent appropriations resulted in a check being written to go back to the town. The Liability line references the deductible for the microburst repair. Facilities expenses included some unusual extras with heating service calls and exhaust fans, and yet still came in under budget. Materials, Online Resources, Payroll, Continuing Education, Postage, Programs all came in on or very close to budget. The Supply line is slightly over due to purchases of children's area computer carrels. There was discussion of what to do with existing carrels. Cab will talk to Rich about storage. Technical Services is over budget due to the purchase of two computers. Utilities is under budget due to the rebate. Gas and electric are also under budget. Telephone is over budget and Cab will take another look at this.

Encumbered funds at year's start were about \$54,000. Payments so far total \$13,000. About \$30,000 is tied up in bills regarding HVAC that will be paid in January/February. The remaining \$12,000 will be used for the sprinkler system. Jim reminded everyone about the \$50,000 reserved for this already. Also,

another \$50,000 will likely get through the town budgeting process, possibly for the generator or a digital sign.

Motion to accept the financial report presented by Jim, the financial analyst, was made by Jenn Kiarsis, seconded by Luann Blair. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

Michelle asked about an insurance renewal letter that the Friends received. Jim has not seen any bills for this company, nor has Michelle, so there is some confusion. She will look in to it further.

Friends of the Library

Michelle presented Vendor Fair results. They earned \$1674. Income \$1878, expenses \$204, resulting in a very successful event. Will look at ordering additional signs as well as the date stickers that can be replaced each year to update all signs. They received extra gift certificates after the fair and they will decide how to raffle these. The group also needs to decide how much to contribute to the library's furniture purchase. Cab will get details from staff about ordering this.

First meeting of the new year is tomorrow, January 11.

Southern NH Library Cooperative

Cab said that the cooperative didn't meet in December. He did report that the Merry Hill cooperative will be meeting soon about repurposing library spaces.

Strategic Planning Committee Update

January meeting was postponed, and the next meeting will be in February.

Project Management Update

Testing and balancing starts next Monday. Jim said everything is wrapping up. Cab and Jim are deciding how to involve John further. This will probably not have him work with the sprinkler project, but will involve him in ongoing maintenance. Jim estimates at least a \$15,000 net savings with hiring John and he and Cab are confident that the HVAC system will finally be running smoothly.

For the sprinkler system, Paul Lucia will be working on the project and it is anticipated to be a fairly simple project. There was discussion of the town's Emergency Fund when Cathy wondered if this could be accessed if needed for sprinkler repair.

Action List Update

Jenn updated the group on current states.

- Performance Reviews—Cab said they are done.
- Furniture list—Cab says it's in progress.
- Paypal review and update—Still in process.
- Review of alarm response issues—Cab still needs to investigate why certain spaces trigger the alarm.
- Energy provider for a fixed rate—Cab would like to let it expire rather than renewing for that rate. Cab will seek other options by February. The Board offered informal agreement with his plan to let the fixed rate expire, while also seeking an alternate fixed rate for the future.

- Signage for the library—Jim talked about this with Steve Ranlett. Needs to stay on action item list for now.
- Assessment of programming—Still in progress.
- Bricks—Still in progress. Jim would like to see less salt used or an alternative to preserve bricks and environment while keeping safety in place.
- Broadband providers—Still in progress. Cathy suggested a program about the other options for residents in town.

Director's Report

Budget Meetings are coming up in town that are important, details are listed at the end of the minutes.

Building—Estimate for the brine discharge is coming.

Staff—Raven is attending a certificate program for Genealogy at BU.

Strategic Plan—Brianna is synthesizing the responses from the surveys. Cab shared many supportive comments that were made about the library and the staff. People would generally like to see longer weekend hours, more arts and crafts programs for adults, more technology training for adults, more museum passes, a better teen area, and more. Additionally, there was a positive sense of the community feel of the library based on survey results. These results will feed into the strategic plan process.

Annual Report--Cab is also working on town annual report, including statistics like how children's program attendance up 14%. "Gate Count" is up this year, reflecting an increase in the number of people coming in to the library. Circulation appears to be flat. He's still analyzing the data. Jim asked to be sure the mural was included in the report.

Cathy asked about the teen area and plans for that. Cab said it does need an upgrade but it was only one of the requested items on the survey.

Cab and Jim sent town reports to be Advantage Preservation to be digitized as a sample. Reports would be searchable online if the entire project goes forward.

Overdrive had offered magazines but licensing issues have resulted in it being removed. Cab said there were increases in both audio and e-book usage and that these represent 8% of circulation.

Old Business

Tour of the Building—to be rescheduled, perhaps at its own date and time, separate from a meeting.

New Business

Cab had invited Cathy and Laurie Houlihan to a meeting about a Major Gifts program with Alice. Uses for such funds could include signs, science and technology, or perhaps other projects that are beyond the norm. Cathy invited Laurie to attend the February Board of Trustees meeting to discuss the history of giving at the library. Cathy would like to see donations being tracked over time and attributed to the donor in the bookkeeping. Cab said that the software allows for that. Cathy said there is a document Laurie had made with donor lists and Cab will look for that. Jim also suggested including the donors on the tree near the meeting room.

Bricks—Need a list and map of names and donors. Cab will ask Laurie about this.

Cab encouraged attendance at annual conference for Library Trustees.

Jim reminded the group about Candidates Night. Cab asked for clarity on whether this program is run by the Board or by the Library staff. Jim and Cathy volunteered to work with Brianna to plan the event.

Jim also explained the energy initiative presented by Julian Kizka. Julian mentioned the library in part of his vision and Jim asked for support of the related warrant article. Luann mentioned a Massachusetts company called Schneider that presented aesthetically pleasing solutions.

Next Meeting: February 14, 10:30am.

Important Town Meetings:

Public Hearing: Tuesday, January 17, 7pm.

Deliberative Session: Saturday, February 4, 10am.

Adjournment: 12:36pm

Respectfully Submitted,

Melissa Theberge, Minute Taker