

PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
Tuesday, June 13, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 13, 2017.

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

Not Present: 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 10:32am.

**Secretary's Report**

Motion to accept the regular public meeting minutes from May 10, 2017 was made by Jenn Kiarsis, seconded by Jim Peck. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the nonpublic meeting minutes from May 10, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Motion to unseal the nonpublic minutes of May 10, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept special (public) meeting minutes from June 9, 2017 was made by Jane Query, seconded by Jim Peck. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

**Treasurer's Report**

Jim reviewed the year to date financial report. Landscaping is under budget, likely due to billing schedule. Materials line is slightly over budget and is being monitored to track for additional variances. Cab explained how book ordering is sometimes done in a large amount at one time which can create increases that are later offset. Payroll will be offset in time with the transition of staff. The "Personnel/Other" line reflects a new hire. Programs has a variance that will be reimbursed from other funds which will keep it on budget. Electric and Gas are under budget, probably due to a drop in usage. Cab will look at this and it will be tracked over time. Overall there is a favorable bottom line. The Special funds report shows normal rates with a very slight interest increase.

The TD Bank charge of \$50/month was due to payroll. Jim said this can be done through QuickBooks for a cost savings as well as a reduction of log-in glitches.

Jim said they are going to set up a meeting with the town's investment company to discuss moving funds there. Cab mentioned having access to a list of other options the library could pursue. There was discussion about how much investment risk is appropriate when it comes to donated funds. Jim said the priority and responsibility is to protect the initial investments. Jenn also feels the Board's priority is to be caretakers of the principal and to not take risks that could potentially end in loss.

Jane and Cathy began reviewing the history behind the various memorial funds but it will take some time and organization. They would also like to develop a policy for handling memorial funds and donations.

Motion to accept the May Financial Report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

### **Correspondence and Communication**

Luann Blair has resigned from the Board of Trustees citing health concerns. The consensus of the Board is to appoint Rosemarie Bayek since she is already an involved Alternate and so that she can support Jane Query in her role as Treasurer. Jenn will write a letter to the Board of Selectmen to appoint her, effective immediately. Cab will work with staff to send a note to Luann.

Cab has a letter from Primex who handles the town's, and therefore the library's, property and liability. The town has signed a loss mitigation agreement and there are portions that impose certain obligations, including wording around employees, actions, and terminations.

### **Friends of the Library**

As of April 30, funds are at \$4700. There is a balance in the special humanities grant fund that need to be settled. Additionally, the Plant Sale earned \$468. Yoga has earned \$435.

The Friends have purchased passes to Stone Zoo and Franklin Park Zoo.

They are setting up a fully stocked picnic basket to raffle off over a 4 week period. In the fall, they will maybe make a football themed basket. Michelle said they would like to do such a raffle every few months. Cab is going to research a raffle policy that Cathy referenced about raffle items benefitting the library only. There was discussion about how to handle such fundraisers and how frequently to allow them, in light of the current Old Home Day raffle placed at the front desk.

### **Southern NH Library Cooperative**

Cab said there is no major news. He will meet with new Sandown Library Director soon. He will also distribute minutes from the recent annual meeting.

### **Strategic Plan Committee Update**

The group met on Friday and the survey is getting prepped for mailing next week.

### **Project Management Updates**

- *HVAC* is complete. Cab said temperature in the morning seems a little warm so he is asking about it. Jim mentioned that they are to check in quarterly. Cab will follow up on the check-in process. They are working with Unitil for possible rebate on lighting project.
- *Lighting*: Cab is getting other proposals.
- *Septic*: This is partially done. Cab is investigating necessity of water softening system.

- *Fire Suppression*: Selectmen approved hiring John Schoenrock for fire suppression system. He should begin within the next 2-3 weeks.
- Sprinkler project and LED lighting projects will take some time. The generator is a future project and the CIP will need updating at some point.

**Action List**

Jenn will restart this list with today’s meeting.

**Director’s Report**

- Much of Cab’s report is covered in earlier meeting portions above.
- Cab added that the website will be updated to be more responsive, so it is easier to access on phones and such. A preview of the site is available at: [bit.ly/pplweb2](http://bit.ly/pplweb2). Current content is not updated but it is a sample for review.
- Cab said he has new version of the book from the Attorney General’s office for Trustees’ reference.
- Old Home Day: Jen Dawley will be there and Scott will be as well.
- Passport Center: Cab thinks this would be a valuable addition to the library. It will allow the library to take applications, verify ID’s and mail them in. It would be by appointment only and with certain trained staff members. Cab will further research what the library’s commitment would involve. Board consensus is to go forward as he deems appropriate after research.
- CSA: 14 are signed up so far. Shares not picked up will be donated to Holy Angels.
- Cab will be away for a few days for family.

**Old Business**

Furniture: Order is delayed or unprocessed so Cab is researching what happened. Funds could come from a variety of sources. Cab will work with Trustees to develop a plan for how to fund the purchases.

Purchases: Cab is working with Apple to set up an account before getting iPads with the funds. Cathy suggested a photo and such when these arrive.

**New Business**

Cab has a re-organization plan proposal. Cab prefers a single position who is at the library for more hours over two people with fewer hours.

Director 40 hrs

    Head of Youth Services 40 hrs

        Youth Assistant 10-15 hrs

    Assistant Director (Programs and Outreach) 32-40 hrs

    Head of Circulation

        Circulation Assistant 20 hrs

        Circulation Assistant 15 hrs

        Pages 16 hrs

    Cataloging & Processing 32 hrs

Cathy expressed interest in having specific support for IT, specifically someone who can help patrons with technology questions. There was confusion about what “IT Support” means and what the library would be offering if such a position existed. There was discussion around how general skills for new

hires would have some baseline level of skills to support patrons. Cab also said he has been looking at training in some IT skills for current staff to enhance this service area for patrons.

There was a general consensus of the Board that an Assistant Director is necessary, and Cathy reviewed how this position has been formally approved by the town in the past. There was discussion about how this would work with the budget. With the two newly opened positions, there were no benefit costs factored in, but if it is combined into one position as Cab's matrix outlines, benefits must be considered. There is a financial offset between the two former positions and the new single position, but the addition of benefits adds costs beyond what is currently planned. Jim and Cathy suggested using other library funds to offset costs if need be. A suggestion was made to involve the Budget Committee in a discussion about plans this fall.

Cab has a draft job description for the Assistant Director and Youth Assistant positions. He will share these with the Board and review budgetary impact and then go forward from there. The Board offered consensus that the matrix as designed is a positive plan.

Next meeting: July 11, 2017 at 10:30am.  
Adjournment at 12:45pm.

Respectfully submitted,

Melissa Theberge