

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, July 11, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, July 11, 2017.

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

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 June 13, 2017 was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Jim reported that QuickBooks is the new program for payroll as of July 10. Landscaping and Facilities are catching up with budget as the year goes on. Payroll is under budget due to recent staffing losses. Programming is over budget but will be offset by other funds. Utilities is under budget. Jane reported that the bookkeeper worked hard to set up the new QuickBooks and she would like to offer a simple thank you to acknowledge that effort. There was general approval. Jim reported on the Funds accounts and all is as expected at this point in time.

Motion to accept the Treasurer's report for June 2017 was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence & Communication

Jenn has a note and small gift for Luann Blair.

Friends of the Library

Michelle reported that the account balance is \$5280. The picnic basket raffle concluded, earning \$60. Yoga class has earned \$644 so far and is going very well.

Southern NH Library Cooperative

No new news.

Strategic Planning Committee Update

The survey should be going out next week which should bring results in by an August meeting. Cathy would like to establish a timeline for completion. Cab hopes to be done by November/December.

Director’s Report (See attached document for additional details.)

- Page hourly wage--Cab will look at other local rates to compare.
- Sprinkler—Work will be completed in about one month.
- CIP—Cab is working with Jim to submit a draft to the town.
- Cell phone plan—Cab shared some details on a possible plan for library employees and Trustees. Jenn asked about how payment through the library would work. There was discussion about logistics and terms. Cab’s attached notes include more details. Two trustees showed interest so Cab may try it out for a few people and see how it works.
- CSA—Cathy suggested that other farms offer less expensive options. Cab explained that the current farm is all-inclusive with payment collection and produce delivery which are desirable.
- Website—A fresh update launched over the weekend and should be mobile-friendly.
- Bricks—There was discussion about new donations to update the bricks. Cab suggested including wording for how long bricks and other similar donations such as art will be maintained by the library. Cathy will look at costs for the repair or replace the currently damaged bricks. Jenn offered to contact Portsmouth where she saw similar brick engravings. Cathy also suggested Landscaper’s Depot as a resource for pricing.
- New Furniture—It is in place and looks good.

Action List (Jenn maintains formal list for reference)

Jim is following up with Roy and Tom about the lego kits and iPads.

Sign—Cab thinks the CIP process is a good time to present the idea of a new sign and see if the town is looking into a sign as well. Jim suggested going through the Planning Board.

New Business

- *Director Performance Evaluation*—Discussion about the format for evaluation. Cathy suggested a shortened document and wording changes. Cab suggested including broad areas of responsibility. Jenn offered to review and shorten it and that she recalls areas that are repetitive and could be edited down. Jenn and Cathy comprise the Personnel Committee and could work on it together and bring ideas back to the group for approval. The evaluation needs to be completed in September.
- *Assistant Director Position*—Jenn said the job description is quite extensive as written. Cab explained that the document explains what is needed but would certainly be narrowed down to about two pages. He said that it includes elements of technology, programming, and assistant director duties. Cab would like to post it as soon as possible and would like Board input. Jenn would like to see more emphasis placed on the “Assistant Director” component and asked what exact tasks will be removed from the Director’s plate and given to the new Assistant. Cab explained that getting involved in Special Projects is an important component to the job. Cathy is concerned that the current description is substantial for one position and wondered if it was wise to break it up.

Next Meeting: August 8 at 10:30am.

Adjournment 11:56am

Respectfully submitted,

Melissa Theberge

DIRECTOR'S REPORT

JULY 11, 2017

1./ Hiring

Proposed Assistant Director job description attached. Revised position has not been posted yet.

2./ Pages Staff report that Jillian Fitzpatrick has been an outstanding page & deserves additional compensation. I will be giving her a raise after checking with other libraries about their compensation for pages. Plaistow's wage has been \$8.03/ hr for a number of years.

3./ Sprinkler system John Schoenrock's first site visit proper will be this afternoon. He stopped by a couple weeks ago to pick up the plans so he could review & digitize them for CAD purposes. I'll know more soon about when his initial work will be done & when we can put the project out to bid.

4./ HVAC system ENE is working on fixing the leak that was recently identified. We'll be scheduling their annual meeting with us once that work and the next PM visit are complete (most likely some time this month).

Compared to the first 5 months for the previous 4 years, our total energy use (kWh) has decreased 12.7%. 2014 was a low demand year & so far we're 3.8% below that year. Teasing out the effects of weather is tricky, however, & requires more time & expertise than I have :-)

5./ Lighting upgrade (LEDs) The Town asked for additional proposals, which have been very slow in coming. The good news is that Unutil has earmarked our project and funds should be available for a 50% match even if it takes another month or two to secure final approval from the Board of Selectmen. Prism's proposal is the cheapest so far (net cost around \$25k, to be shared w/ the Town). We're still working with Unutil and ENE Systems to include the HVAC project. We should have two more proposals by the end of this week.

6./ 2018-23 CIP The Town has asked for the first draft by Wednesday. I would share the library section of the town's current CIP, but it appears to have a number of errors. Normally, updating our CIP would be relatively simple -- 2017 projects roll off or are postponed; additional projects are added for the new year. Additional work required.

7./ Strategic Plan Survey is at the printer's (RAM Printing) & should be mailed by early next week, barring further misadventures.

8./ Cell phone plans/ potential employee benefit T-Mobile offers an unlimited plan through the Library's account for ~ \$25/ mo. (4G LTE talk, text, & data). This is obviously much cheaper than any comparable plan available to the public & would be available to Library employees & Trustees. I would be interested in this, for example.

Only downside is that billing has to go through the Library (rather than direct to employees). This means that purchasing/ financing phones through this plan is probably not a great idea. NH law does allow employers to make deductions from wages for purposes such as this as long as the deductions are voluntary & we have written authorization from each employee.

A few notes --

The contract/ individuals plans can be can be canceled at any time without penalty.

- Existing phones can be transferred over, but not all phones are compatible w/ T-Mobile's network, so this would have to be verified ahead of time.
- T-Mobile may be able to assist w/ any early termination fees from other carriers.
- The Town does not currently offer a similar benefit. (Phones are provided at no cost to certain personnel who need them for work purposes -- PD, FD, health officer, facilities, etc.)
- T-Mobile rates fairly highly for speed, coverage, & reliability. A local coverage map is available here: <https://opensignal.com/networks>.
- Calls to Mexico and Canada are treated as local. Voice calls abroad are \$0.20/minute, with unlimited texting & data (2G).
- Unlimited mobile hotspot (1GB 4G LTE per month, then 3G)
- Unlimited HD video streaming
- Free in-flight texting, plus 1 hour of Gogo In-Flight service per flight

If the Board decides this is a worthwhile benefit to offer, there's no legal requirement to do so for all employees. It could be offered, for example, just to F/T employees, those working more than 30 hrs/ week, etc.

9./ CSA program Launched and all going well so far. Planning on surveying the participants after the first 4 weeks.

10./ Catalog computer We are retiring this computer after 10 years of service & replacing it with a Chromebox (<https://en.wikipedia.org/wiki/Chromebox>). These are much cheaper than regular PCs (~ \$200), but still easily meet the requirements of a dedicated catalog machine.

10./ Vacations Both Jenn Dawley & I are planning to be away the second week of August. I will make sure we have enough coverage.

11./ Website update This happened over the weekend. A number of pages didn't transfer over correctly, so we'll be making the necessary updates this week.

12./ Scott Campbell contract The original contract expired June 15 & is renewable by mutual agreement. The current extension is not in writing and has no term. We can do both if deemed advisable.

13./ Coop minutes SNHLC minutes are on the library's website:
<http://plaistowlibrary.com/history.asp>

14./ Passport service The Library's been approved as a potential partner and 3 librarians are currently working through the online materials required for final acceptance (Raven, Jen O'Connor, & me). We should be ready to offer the service by fall.

15./ Children's department iPads Two iPads have been purchased (128GB, \$399 ea.) Our government account was approved (7% savings for this purchase).

16./ Engraved bricks Rich has pulled a brick for us to take to local landscape/ engraving companies to ensure a close match. About 30 bricks out of 428 have significant wear & writing that is very difficult or impossible to make out.