

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, August 15, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, August 15, 2017.

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

Not Present: James Peck, Vice Chair

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 10:35am.

Secretary's Report

Motion to accept the regular public meeting minutes from July 11, 2017 was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

In Jim's absence, review of the report will be deferred until next month. Jane said that payroll is going well with QuickBooks and it is much more time efficient and inexpensive as well.

Correspondence & Communication

Jenn contacted Portsmouth about the bricks and will forward information to Cathy who is leading that effort. Cab received a nice thank you note from Luann.

Friends of the Library

Yoga classes have brought in \$844, and it will continue through December. Cab is working with the Friends to book dates accordingly. Vendor Fair will be November 18th. Gift certificates were purchased for the adult reading program. The T-Mobile hotspot was purchased and is being utilized by patrons. The picnic basket that was raffled earned \$60. Next meeting is the week of August 21.

Southern NH Library Cooperative

Cab said there is not much new to report. Cab said they are working on setting up reminders for patrons via texting services. Cab is working on address validation for town residents in order to standardize the data.

Strategic Plan Committee Update

381 responses have come in for the survey so far and there is more time for additional responses to come in. Next meeting will be in September (probably Friday September 8) and Cab has proposed bi-

weekly meetings going forward to expedite the process. Next steps will be to review the survey results and isolate top priorities and major themes. There will probably also be a few sessions with the public.

Project Management Update

Sprinkler system--John Schoenrock will have a proposal together soon and then the project will go out to bid.

Lighting upgrades—Energy committee meeting is on Wednesday with several proposals coming in to look at. Then selectmen will move forward. Cathy would like to ensure that the library has input to the decision making. Cab will have more info Wednesday evening and then the selectmen meet the following Monday. There may need to be a brief Board meeting to approve decisions, and Thursday or Friday would be best, before it goes to the selectmen next week. And then the Trustees will also need another brief meeting to finalize plans and spending. *Meeting plans: Thursday, August 17 at 11:15am and a meeting Wednesday, August 23 10:00am to finalize spending.*

CIP—Cab said a draft is in but meetings haven't begun yet. Cab will forward a copy to the Board.

HVAC—Cab reported that there have been some repairs. A status review meeting is planned for the future and Cab will notify the Board so they can attend as desired.

There was also discussion about a repeat of a Castagna-style report to keep updating the library's needs and projects that are completed.

Action List Update (Jenn maintains a master list)

- Cathy and Jenn did update the personnel form.
- Review policy for raffles held at the library for non-library beneficiaries—Discussion about this resulted in deciding not to do these.
- Investigate power outages and surge protection--Not done yet.
- Lego kits—No update in Jim's absence.
- Outdoor sign update--Not done yet. Cab still needs to talk with town manager about moving this forward. Cathy suggested inviting the Town Manager to one of the Board's meetings. Cathy also suggested discussing custodial service responsibilities between Town Hall and Library.
- Invite town manager in October. Cab will invite him.
- Brick project—In progress.
- T-Mobile offerings--Cab signed up and will be monitoring its value.
- Memorial Donation research--Postponed until fall.

Director's Report

- Raven and Jen have completed the passport training program. Soft-launch on website will happen soon.
- Summer Reading went well. Numbers are up and participation was high. Program attendance was over 1500. Significant donations came in, totaling over \$9000 from the community.
- New pages are needed.

Motion to approve Rosalie Averill for the open position as the third page was made by Rosemarie Bayek, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- Cab is working on additional hiring needs. He also has some staff reviews to complete.

Old Business

Memorial Brick Project--Cathy has a contact that can engrave bricks with 3 lines for about \$30 each. Cathy suggested a drive to engrave current available bricks and notify current brick owners of replacement options if their bricks are worn. Jenn suggested moving replaced bricks out of the heavy walking/salt/damage areas. She also suggested working on contacting everyone during the fall and then have the work completed after winter. Cathy's contact, Andrew, said the best product to use is a paver to avoid the wear that bricks sustain. Jenn suggested Andrew create a design to allow for a walkway of plain bricks. Cathy suggested he come in to speak with Cab. An evening meeting with the Board would be best for him.

New Business

Director Performance Evaluation--Jenn updated the document. She reduced the number of categories by combining some. She also reduced the number of individual items that required evaluation/scoring, opting instead for general category evaluation.

Next meeting: Tuesday, September 12, 2017 at 10:30am.

Adjournment: 11:58am.

Respectfully submitted,

Melissa Theberge

DRAFT