

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**January 9, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 9, 2018.

Present: Catherine Willis, Chair  
Jane Query, Treasurer  
James Peck, Vice Chair  
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 10:36am.

**Secretary's Report**

Motion to approve the minutes from the regular meeting on December 12, 2017 was made by Jenn Kiarsis, seconded by Jim Peck. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve the minutes from the special meeting on December 29, 2017 was made by Rosemarie Bayek, seconded by Jim Peck. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Query).

**Treasurer's Report**

Jim, as Financial Analyst, reviewed the year end budget report. The year ended fairly close to budget with some small expected overages. The line for encumbered funds represents the rest of the fire suppression contract. The payroll variance was expected. The Utilities line, being under budget due to the Unutil rebate, helped balance out the overages. Jim urged caution on the lines that were over-budget as we enter 2018.

Jim reviewed the year-end funds report. Cathy said that she and Laurie are meeting within the next month to discuss these as has been planned. Jim met with Tom Cullen and Dave Hansbury and they said the children's area is the preference for spending their funds, and Tom said he trusts the library to make the specific decisions. Jim said that the funds account deposits total approximately \$10,000 per year.

Jim pointed out that the passport program is going well and earning income. Jim and Cab discussed the merits of making a separate line for the cost of postage for the passport program. Jim would like to

monitor the cost of passport postage to decide what is best over time and they will create a sub-line for passports under the Postage line.

Jim reviewed the town report document that shows the summary for 2017.

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

### **Correspondence and Communication**

The town budget public hearing is on January 16, 2018. Deliberative session is Saturday, February 3, 2018 at 10am. Candidates Night is scheduled for February 20, 2018. Cab has reserved the room for that evening and Jenn will prepare flyers. Jim, Cab, Cathy and others will meet Thursday to discuss details for this event. Rose and Cathy will both be up for re-election.

### **Friends of the Library**

Michelle reported that the Friends have done well financially for 2017. They meet again in two weeks and she will have final figures from the Vendor Fair and plans for 2018. Michelle is looking at a "sip and paint" night and investigating how to make that work.

### **Southern NH Library Cooperative**

Cathy asked about the website note she told him about last month and Cab will look into it.

### **Building Project Updates**

- LED lights: Cab said they are about  $\frac{2}{3}$  done. One major issue is a mismatching issue with the size of lights which is slowing it all down. This delay puts that part of the project into a new cycle with Unitol which means it is now unclear if the rebate will still apply. Also, the wrong bulbs were switched out on other fixtures. The problem is that the inventory on what the library needed was done by a different company than the one doing installation. New lights in the main area are much too low wattage to provide adequate light so these need replacement. Some of the interior lights have been done at this point. Outside lighting is done and looks good.
- Sprinkler project: The estimate from Carter came back and is significantly higher than anticipated. Cab has forwarded the new information to the Engineer for review. The funding for this is dependent upon the Library Warrant Article passing.
- There was discussion about how to promote the Library Warrant Article so residents understand the importance and value in a critical preventive maintenance.
- Comcast has backed out of the agreement that was signed for internet speed.

### **Action List Updates**

- Review hiring policy: Jenn reminded everyone that the discussion point was about using "interim" as wording. Cab said that one new hire is now on a 60-day temporary contract which is how he worked with the current text.
- Review town employee handbook: Jenn said this still has to be done to look for comparisons.
- Health plans: Cathy and Cab are reviewing these and will continue to do that.

- Confirm law regarding memorial funds: Cathy confirmed that public notification is required.
- Review job description for Assistant Director: Cab is working on it.
- Investigate grant funding balance: This still needs to get researched.
- Panic buttons: Cab said Rich and Paul are going to work with Pulsar to test the buttons. Cab has left a message about active shooter training so that is still in the works.
- Jenn has written thank you notes to 3 donors.
- Surge protection and signage for library are still in progress.

### **Director's Report**

Cab has 3 proposals from A/V companies about updating Nelson Room equipment. Jim asked about funding and Cab said there may be capital reserve or other funds available. Michelle offered that the Friends could help with this. There was discussion about using memorial funds for this project and/or a digital sign or other planned purchases, and Cathy noted that new funds aren't coming in. Cab suggested that once some funds are spent, the library could share that fact with the public as way to encourage future giving to the library. There was a brief discussion about spending money on repairing the laminate on the circulation desk.

### **Old Business**

- Strategic Plan: Cathy said that the plan was for Cab to report on progress over time and she would like thoughts on how to best do that. Cab suggested making a simple visual using the Gantt chart that could be emailed in advance of Trustee meetings. Cathy will add this to the agenda for brief updates going forward. There are 5 Strategic Plan items in January that are planned for progress and some are already in progress like the network upgrade. Jim would like to see who the Lead staff member is on the various items each month. Cab said that now that the Plan is approved and it's a new year, it's better timing to make a bigger splash for the town to see, and visits to Board of Selectmen meetings need to be planned.
- Brick Project: Jenn said she needs new information for the letter. Cathy said they have a price, and Andrew can begin the work mid-April. Cathy thinks there will be plenty of bricks for new people to purchase. The Board needs to decide if the 30 damaged bricks will be repaired at the Library's expense, as well as who should receive a letter and what it should include. Jenn will work on the letter more.

### **New Business**

Wish list for memorial funds: Cathy would like to see a few projects identified for future use of these funds. Cathy and Laurie will be discussing designated funds and will share more info in February.

Next meeting: Tuesday, February 13, 2018.

Adjournment: 12:34pm.

Respectfully submitted,

Melissa Theberge, Minute Taker