

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
February 13, 2018

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 13, 2018.

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

Others Present: Cab Vinton, Library Director
Melissa Theberge, Minute Taker
Laurie Houlihan, Guest

Call to Order

Cathy Willis called the meeting of the Board of Trustees to order at 10:38am.

Secretary's Report

Motion to accept the minutes from the meeting on January 9, 2018 was made by Jim Peck, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Jim, as Financial Analyst, reported that the year has opened slowly, overall. The higher postage line reflects passport shipping costs. Cab will see to having the passport line separated out for tracking purposes. He also suggested being mindful of how much time it takes for staff to work on passports. The line for gas reflects the timing between when it was received and paid. He explained the Line of Budget Commitment and why it is located where it is on the report. It can be moved to a category at some point. The funds accounts are as expected, except that the passport funds are increasing the Special Projects line. Cathy reminded Cab of a previous discussion about a movie type of service that could possibly be acquired using from this account. There was discussion about a recent high overdue fine and what the policy is for maximum fines. The long overdue books brought discussion about having a "Food for Fines" event or a fines amnesty day.

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

Memorial Fund Update

Laurie Houlihan presented her research about the Memorial Funds up until 2010. After that point, any data would not be in her records.

Laurie took each fund by name of donor and organized them from oldest to newest. She created a spreadsheet that shows in which legal document the fund can be found, the date and amount of original donation, the current amount of the fund, and the noted intent for the fund. Laurie suggested adding sub-accounts for funds that are currently listed in the general line of "Memorial Fund" and are not

specifically included in the current listing. Jim will do this and will pro-rate the interest to reflect what it would be if it had been tracked all along. The exception to this plan may be for the Gilman fund. There was discussion about merging Quickbooks files from the past. Laurie said past treasurer reports are all still available in boxes, and perhaps bank books as well. Cathy suggested referencing those for details on any expenditures. The Vass fund has a total amount with interest and Jim may be able to work backwards to find the original amount. He feels strongly that getting accurate records is important and will research it, as well as finding details on the letter of intent. Jim may make contact about the Conti fund and letter of intent. Jim will also reference old town reports for fund details from past years. Cathy estimates that the current lines of "Memorial Fund" and "Memorial Fund 2" were made several years ago for ease of tracking. Jim will review these using town reports to see if they can be broken up again. There was discussion about the difference between donations and memorial funds. Laurie suggested tracking the donations on a simple spreadsheet if they don't come with legal documentation about intent and simply adding them into the general Memorial Fund line.

Correspondence and Communication

Cathy said that the Board of Selectmen would like for the CIP to have an additional 5 years of information. John Sherman asked for the Trustees to attend the meeting at 6:30 on February 26.

Friends of the Library

Michelle said the Friends have a new member. Their fund is over \$8000 right now. Yoga is generating funds for both the instructor and the library. They may host another spring tea party for mothers and daughters and they are researching state park passes.

Southern NH Library Cooperative Report

Cab reported that they are planning to switch over to a catalog that includes a security certificate, probably by the end of the month.

Building Project Update

- Lighting: Cab said the 1x4 lights are the wrong size and the manufacturer is trying to retrofit the new ones. A trial run is upcoming. He said the cost could change depending on how the Unifit rebate will work with the replacement since it crosses over two years. The large round lamps are too dim and are being worked on.
- Sprinkler system: The contract just needs to be signed and then scheduling for the work will begin. The Board will need to vote on expenditures and Cab will check to make sure things are in place with the town as well.
- Network Upgrade: This is scheduled and new access points will be mounted in various places. Comcast came on Friday and upgraded the speed, for a modest monthly increase.
- Cab added that there is a new photocopy machine which allows for 12x18 posters, collating, stapling, and more. Cab would like this to become the main printing station for computers, and also make it available for staff, which will require some network support to allow it to also be shared with patrons. Copies do provide a nominal income to the library. Color copies will be available with this new machine. Fax fees could be increased.

Action List Update

On hold in Jenn's absence. Cab addressed his particular tasks in his report, below.

Director's Report

- Surge protection—not completed yet.

- Panic buttons—Paul & Rich are planning to do this in the next month or two.
- Active shooter training—Lt. Baldwin has offered training on this. Chief Jones says the PD is happy to do this for the library staff. Cab needs only to coordinate a time. Cathy asked if he has considered an emergency drill for staff. Cab may talk with town officials for recommendations.
- CSA Farm options—People were happy with the service and the library will likely do this again. Cab mentioned they may survey users from last year before launching anew.
- Grant money Friends are holding—Cathy wanted to know if leftover funds are to be returned. Cab will check on this.

Strategic Plan Report

Cab distributed a document detailing who on the staff is responsible for the various tasks, as well as an estimated percent complete to show progress. The Board generally liked the format but had a few suggestions for layout. Cathy would like to understand what could be seen in the library to reflect a progress of 10% for example. Cab said he would include this kind of detail in the notes column. Jim asked about why some things are blocked out over several months. Cab said that it might be that the task could involve trial/error or that it would literally just take a few months to bring to fruition, like upgrading the network. Having a copy of the full strategic plan at meetings would be helpful to drive questioning and discussion.

Old Business

- Assistant Library Director: To be discussed in non-public session at the end of this meeting.
- Memorial Brick Project: Cab has a draft letter for the 29 people with damaged bricks. If these people don't respond, the Board needs a plan. Cathy would like to review the condition of the bricks. Cab would like to see damaged bricks removed and replaced with new ones owned by other people. He is arranging current data using original forms. He will send info about the 29 names to Rose for help identifying brick owners. If these 29 owners would like to replace their brick, it would be at a cost of \$35. There were suggestions for ways to advertise the sale of new bricks including a display in the library, a flyer on the door, info on the roadside sign, have it announced at a Board of Selectmen meeting, or a cable announcement.

Candidates Night

Tuesday, February 20, 2018. Bob Harb confirmed his role as Moderator and members of the Board are meeting with him and Norm Major to discuss rules and format on Wednesday, February 14. Cab will make sure the Google form goes out for community questions.

New Business

Discussion on policy for employee buyout with health insurance. Jim was explaining that there is no difference in payout between types of plans, so a family plan and an individual plan result in different savings due to the difference in cost. Cab had a copy of the town policy to compare with the library, and he said some libraries use a percentage to determine the amount the employee would receive. The town policy includes a flat rate. Cab will do a little more research.

Motion to move to Nonpublic session made by Rosemary Bayek, seconded by Jim Peck.
Specific Statutory reason cited as foundation for the nonpublic session: RSA 91-A:3, II(b).

Roll call vote to enter Nonpublic session:

Cathy Willis YES

James Peck	YES
Rosemary Bayek	YES
Jane Query	YES
Michelle Sykes	YES

Nonpublic session began at 12:53 PM.

Next meeting: Wednesday, March 14, 2018 at 10:30 AM.

Respectfully submitted,

Melissa Theberge, Minute Taker