

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
July 10, 2018

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, July 10, 2018.

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

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

Call to Order

Jim called the meeting to order at 10:33am.

Secretary's Report

Motion to approve the regular meeting minutes of June 12, 2018 was made by Cathy Willis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Financial Report

Jane said all is going well. Jim reviewed the spreadsheet briefly. The Online Resources line has a new expense related to an upgrade in the catalog data, which will include book reviews and other info about resources. This new service also replaces what NovelList did and offers many improvements. Jim explained that overall things are on plan for the first 6 months. The Fund Report summary was as expected. Cab mentioned a possible alternative bank option and is requesting info from the bank for review. The furniture purchase still requires quotes before going forward—Cab will work on that. Cathy suggested using the interest on the Roger Hill account on books.

Motion to approve the June financial report was made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence & Communcation

Cab shared that Terry Knowles retired from the positions of assistant director of the charitable trusts at the NH Attorney General's office. They are shifting their training over to the NH Municipal Association.

Friends of the Library

Michelle reported that officers were elected at the last meeting and she will remain as President. Dot will be VP, Jane Boyd will be the new Secretary, Jean & Linda will be special project planners. Yoga was a huge success this year. The next meeting will be in August.

Southern NH Library Cooperative

Cab said the system was upgraded successfully a few weeks ago. Also, the price went up 10% this year with Bywater Solutions.

Building Projects Updates:

Fire Suppression system: Cab said work has begun and has been ongoing and has not been disruptive to operations. The plan involves durable pipe updates but the scope of the project is bigger than anticipated, as is the cost. Cab shared the letter that will go to the Board of Selectmen chair about receiving the funds toward the project, including the proposed motion to use the capital reserve funds.

Motion was made by Jenn Kiarsis, seconded by Rosemarie Bayek to request the motion be made to the Board of Selectmen as follows: “Motion by ___ to authorize \$18,000.00 to be withdrawn from the Library Capital Reserve Fund in payment of the John L. Carter Sprinkler Co. invoice dated June 22, 2018.” Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Bricks Installation: Still awaiting on an update from the installer.

Action List Update:

Employee handbook—Update coming later in meeting (Jenn, Cab, & Cathy)

Healthcare plans—Cab recommends hiring a benefits consultant who can sift through the problems to minimize costs and maximize benefits. The general consensus was to have Cab pursue contacts for this.

Library Sign—no updates (Jim)

Memorial Donation info—no updates (Jim)

Reschedule active shooter training—Cab is working with PPD to find the right program and training for the “audience” of library personnel. He just needs to get it on the calendar.

Trustee Goals:

- Jim & Jenn’s plans still in progress.
- Cathy received a list from Cab about seniors, noting that there are over 2000 people in town who are 60+. Brenda Major is helping her and it will be a work in progress.
- Rose spoke with Cab about the scholarship idea with a general goal of Spring 2019. Discussion about where funds would come from for this. The passport fund would be a potential source, and Jim could create a line named Scholarship Fund. Will work on this more for next meeting.
- Megan has looked at playscape companies. She’s looking for something that blends into the setting, versus a traditional playground. More work to do on this.

Copper plate insurance—Cab has contacted Primex and is awaiting response.

Meeting Room policy—(added to agenda for later in meeting)

Finalizing Carter contract—Done (Cab).

Update letter to brick donors—no updates (Cab)

Scott to offer an afternoon session “Cut the Cord” – Done.

Include more staff with Strategic Plan—no updates (Cab)

Vision for landscaping—no updates (Jim)

Director’s Report

- Summer Programs have an increase in teen attendance. Scratch ticket program seems popular.
- New England Aquarium pass reimbursement program trial is going well and Cab will have more updates in about a month.
- HVAC—Potentially a leak in the system. Cab said the immediate issue was resolved with a recharge of the system, but the refrigerant level needs to be checked again.

Strategic Plan Highlights

- Demand-driven programming is going well, including a well-attended afternoon program.

- Borrowed a 3-D printer for a while to add in technology services, but not sure it's the right kind of technology for the library long-term, though it was incredibly interesting and popular.
- Hoopla program is going well. Requires more promotion since the music feature is underused compared to the regular collection. Cab is evaluating cost comparison between audiobooks and Hoopla service and it looks like there will be long-term savings.

Old Business

After Hours/Unattended Building Use proposal: Cab distributed the current draft document for Board review, portions of which have already been reviewed and edited by the lawyer. Jim asked about costs and possible income. Cab said these after-hours groups will generate income, and some costs will be incurred for the basics of electricity, heat, and custodial care, for example. Cab will make edits, share with Sumner for approval, and will prepare a final copy for approval at a future meeting.

Cab reported that Pulsar is coming to work on the door, and repairs will be done soon as well. He is also talking to them about possible cameras for the space.

New Business

Director Evaluation

Jim said he will meet with Cathy to discuss the form, which Jenn had edited last year. He will distribute it to the Board for their evaluation, and Cab will complete his own self-evaluation too.

Employee Handbook, Review Sections A-F

Jenn said that they did not change much. There is a difference with the town on the health care opt-out portion as well as with the Education policy. Much of what the town had did match the library's needs, like standard language for longevity, for example. Regarding the Opt-Out program, Jenn explained that the town uses \$3800. The library opted for a percentage instead, choosing 40%. Cab clarified that the percentage would be taken on the savings the library receives. Jim asked for some clarity in the sample and Cab will review and make the numerical edits as recommended.

Motion to approve the Health Insurance Opt-Out Program portion of the Employee Handbook draft made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

The other major change is regarding Life Insurance so that it is calculated by percentage rather than by flat rate.

Motion to increase the term amount from a flat \$10,000 to 1.5 times an employee's base salary up to \$150,000. Rosemarie Bayek, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

The board will wait to implement changes when the entire document is complete.

Next meeting will be held on Tuesday, August 21 at 10:30am.
Adjournment 12:20pm.

Respectfully submitted,

Melissa Theberge, Minute Taker