

# Plaistow Public Library – Board of Trustees Meeting

Monday, August 19, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:36 PM by Catherine Willis, Chair.

Item One: Welcome and Call to Order

**Present was:** Catherine Willis, Chair  
Kathleen Vavra, Assistant Chair  
Jennifer Kiarsis  
Jane Query, Alternate

**Also present:** Laurie Pagnottaro; Minute Taker, Laurie Houlihan; Interim Director, and Michelle Sykes; Chair to Friends of the Library

## Friends of the Library Report:

Present was M. Sykes. She reported the following items to the Board:

- Friends to the Library currently has six members; Diane Arrato Gavrish may join to make seven members. (It was noted an individual does not need to be a Plaistow resident to join.)
- The next meeting will be held on August 26 @ 6:15pm; always the fourth Monday of the month. **C. Willis will notify L. Blair of the upcoming meeting.**
- They are planning a vender fair to be held on the Saturday before Thanksgiving, same set-up as last year & tables will be \$25 to \$35.00 each. The hours have not yet been set.
- They will be raffling a doll house this year; they will need to display it.

The Board and M. Sykes had a lengthy discussion on ideas for the fair as well as for recruiting members for the Friends of the Library. One suggestion made was to print labels to put on the envelopes that museum passes are handed out in. They will state they were donated by the Friends of the Library and ask for new members to volunteer their time in return. C. Willis and K. Vavra will try to attend the next Friends of the Library meeting to further discuss ideas with the whole group.

M. Sykes will send the Board a copy of both their meeting minutes and treasury report each month to keep the Board up to date. It was suggested that L. Blair can present the report to the Board.

C. Willis suggested a joint meeting once a year, possibly in December, with the Board and the Friends of the Library. The Board members and M. Sykes all agreed.

M. Sykes left the meeting.

## Secretary's Report:

Minutes of July 08, 2013:

J. Kiarsis noted that the following changes needed to be made:

- Page 2, fix spelling of treasurer

- Page 4, fix spelling of meetings

**L. Pagnottaro will make the changes.**

★J. Kiarsis motioned to approve the minutes as amended, second by J. Query.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

Non-Public Minutes of July 08, 2013:

★C. Willis motioned to approve the minutes, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

Minutes of July 16, 2013:

★C. Willis motioned to approve the minutes, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

Non-Public Minutes of July 25, 2013:

(K. Vavra prepared the minutes)

★C. Willis motioned to approve the minutes, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 3-0-1; K. Vavra abstained.

Non-Public Minutes of July 30, 2013:

(L. Blair prepared the minutes)

★C. Willis motioned to approve the minutes, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

**L. Pagnottaro will send the approved and amended minutes of July 8, public & non-public as well as July 16 minutes to L. Houlihan for posting.**

**K. Vavra will send L. Houlihan a copy of the July 25<sup>th</sup> approved minutes.**

Treasurer's Report:

C. Willis handed out the treasurer's report to the Board and noted that J. Peck handled the last pay period. He has revised the credit sheet onto excel spreadsheet. He will submit the sub accounting and may possibly have some recommendations for the Board. She added that the budget is doing well; there is \$201,890 left over. She explained that they will need to think about how they want to spend that money. She stated that they need to look at the gas and electric line, they should be at 67% but they are both only at approximately 40%. When it gets closer to budget time she will need to drop some of that down. For the repairs and maintenance line only \$5,000 has been spent out of \$17,000 budgeted. The library has not had any repairs done. The supply line is the only high line at 76.8%. C. Willis suggested the following:

- Upgrading the telephone system; the existing system is 13 years old
- A private fax machine in the Director's office
- A new hot water heater in the children's area

- New laminate or granite countertop for the front desk

The Board discussed these suggestions. They agreed to get a quote and brochure from their current telephone company and start looking into the upgrade and available features. The new Director will need to make the final decision regarding the phone system. It was noted that they cannot have a private fax machine as that would require a separate dedicated phone line. **L. Houlihan will find out some information regarding the current water heater for the children's room and if it was previously repaired properly or if it needs replacing.** The Board may have an independent plumber come in and assess it.

J. Kiarsis explained that she has been reviewing and organizing the Pro Controls file as discussed. She added that the file is incomplete. The agreements for every other year are missing.

**L. Houlihan will look for an additional file for Pro Controls.** J. Kiarsis gave her the file she organized.

**J. Kiarsis will research the minutes for the estimate they received a few years ago for a new granite desktop.**

C. Willis noted that they may need some carpentry to strengthen the desk structure to hold granite.

★ J. Kiarsis motioned to accept the Treasurer's Report, second by K. Vavra.

★ There was no discussion on the motion and the vote was 3-0-1, C. Willis abstained.

#### Correspondence and Communications:

There were none

#### Director's Report:

L. Houlihan reported to the Board that there were 21 heads of dead fish outside the front library entrance one day last week. She added that Anita (Micale) stepped above and beyond her job and cleaned the fish up herself; maintenance was not available that day.

The Board discussed rewarding Anita for her help with this issue.

L. Houlihan suggested giving her a couple of days off after the new director starts. She added that Anita has been the go to person when she is not available and has done a wonderful job. She reported to the Board that the front desk is currently very understaffed. The current stats for circulation are 9,358; the highest they ever had. It went up for both children and adults. She noted that the children's and adult summer programs were extremely popular this year as well; Nancy and Anita are both doing a great job.

C. Willis noted that the stats for visits were not on the report. She asked if they can be done as they will need it for the budget meeting.

**L. Houlihan will ask Anne to do it before she leaves.** She added that Anita will be learning to do the visits stats and will take it over when Anne leaves.

There was further discussion on the statistics report. L. Houlihan noted that the Co-op has been great for the Library.

K. Vavra suggested rewarding the staff for all their hard work during this time of transition.

#### Meeting Room Policy:

L. Houlihan explained that many questions have come up regarding the policy. She suggested the Board review the policy as the following items have come up:

- The wording on the reservations needs to be cleaned up and made clearer.
- Fee waived clause needs to be reviewed; leave it in or remove it?
- There is currently no age requirement to reserve a meeting room.
- Gray area issue regarding the Weight Challenge group.
- Card making class; not a library sponsored program but still can sign-up through library software.

The Board discussed the card making class further. They like the class and feel it is good for the Library but it does need a staff member present to be a library sponsored event. It was decided that this class should be a non-sponsored club with their own advertising and recruiting and cannot have use of the library web-site and front desk.

L. Houlihan suggested putting a limited use in the meeting room policy as well.

K. Vavra expressed concern over library patrons not being able to find parking during some of the regularly scheduled meeting nights. It was suggested that there could be a limit on attendance based on how the meeting affects patron parking.

L. Houlihan explained that some groups have already signed up for the next year as sign-ups are in August.

It was decided that they Board needs to review the policy soon. **J. Kiarsis will review the meeting room policy.**

Personnel:

L. Houlihan reported that Anne Averill will be leaving her position this Wednesday. She interviewed Maria Nifakos based on Anne's recommendation of her. She recommended she take Anne's place.

★C. Willis motioned to hire Maria Nifakos as the new student aid, second by K. Vavara.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

Technology Issues:

L. Houlihan explained that their IT person, Jason Gautreau, came in to deal with many of the computer issues they were having. He cleaned up her computer, added an anti-virus and Microsoft Essentials software. He has also straightened out the issues with the director e-mails. He will send the Library a list of all the invoices since he has started at the library as requested.

Fax Machine:

L. Houlihan explained that they had an issue with the fax machine this past week that she feels she has straightened out. She will pass her knowledge of it onto the new director, Cab, when he arrives. She added that they do not have a contract with the fax/ copier company. She will call them to find out how much a contract is and decide based on the past years maintenance if it is worth it to have one.

Maintenance:

L. Houlihan updated the Board on the following:

- Two toilets were fixed, Brian Fitzpatrick did it.
- All the green was washed off the building.

- The windows have been washed.
- The parking lot has been re-striped.

The whole maintenance crew was involved in the clean-up and the building is looking good.

Novelist Select:

L. Houlihan explained that Novelist Select has been added to the Library's catalog. It has features like recommendations, book information, and the cover. It was a purchase made through the co-op at a discount.

I-Pads:

L. Houlihan noted that the i-Pads donated by the Lyons Club are out for use in the children's room. They have a form for patrons to sign stating if there is damage to the i-Pads they will be required to pay for them. They have been bar coded for check-out and are to be used in the two carrels by the desk. They are available 45 hours per week; all 5 days, 3 nights, and Saturdays. She added that Jason also loaded three educational games on all the other computers in the Children's room for use when the i-Pads are not available.

Recreational Department:

L. Houlihan stated that the issue with the Recreational Department has been resolved. She created a procedure to be signed by both the Library Director and the Recreation Department that explains what will and will not be done. She gave a copy to the Board to review. One will be signed every year; this years is already signed.

Friends of the Library:

L. Houlihan explained that the Jean Lynch, Treasurer of the Friends, and herself have been working on the museum passes; they were not getting renewed or paid on time. The Friend's now know what they are supposed to pay for and when it is due. They will continue working on getting it straightened out.

Town News:

L. Houlihan reported the following Town news to the Board:

- Their 2014 budget is due by late September.
- The Town Manager would like to know where the Library stands on Strategic Planning.
- The Haverhill YMCA is interested in buying the RAC.
- There is no animal control officer still; the Police are assuming the position for now.
- On September 9<sup>th</sup> the school Superintendent will be meeting with the BOS.
- August 22 there is a meeting on the Plaistow Rail Project at Town Hall.
- The Summit Meeting is at Town Hall on August 21<sup>st</sup>.
- There has been discussion regarding keyless entry for Town buildings due to concern over the amount of keys distributed. L. Houlihan told the Town Manager the Library is interested in the keyless entry as well.
- The Town roads are among the highest rated roads in ninety towns.

- The Town fireworks will be held on August 24<sup>th</sup>.
- Town Hall does have a generator but it is not capable of a stand alone system.

C. Willis noted that the Town Manager said he would support the Library putting a generator on the warrant. She added that if the Town wants the Library to be a heating/cooling center then the Library should support them in putting it on the warrant. There was further discussion on this issue.

Non-Public Session:

8:50 pm

C. Willis motioned to enter non-public session under RSA 91-A:3(II)a, Personnel and & RSA 91-A:3(II)c, Matters of Reputation, second by K. Vavra.

Roll Call Vote: 4-0-0 U/A

- C. Willis – yes
- K. Vavra – yes
- L. Blair – yes
- J. Kiarsis - yes

Also present was Interim Director; L. Houlihan, and L. Pagnottaro, Minute Taker.

★C. Willis motioned to leave non-public, second by J. Kiarsis.

Roll Call Vote: 5-0-0 U/A

- C. Willis – yes
- K. Vavra – yes
- L. Blair – yes
- J. Kiarsis - yes

Return to Public Session:

9:30 pm

Old Business:

Strategic Plan:

C. Willis suggested starting the discussion regarding the Strategic Plan during the October Meeting and then having separate meetings to finish it. She asked the Board to review the plan and be ready for discussion.

Web-site Mission Statement:

C. Willis explained that she had the meeting calendar removed from their web-site as it was incorrect. The mission statement had a note in it from D. Hoadley that did not belong in it. She had it deleted from

the web-site and re-did it. She kept it the same and added the approval dates. She would like to post it back onto the web-site. She asked where it belongs; in the Trustee spot or the Library spot.

The Board decided to wait for the new director to make the decision on where he would like it to go.

New Director Activities:

The Board discussed and decided how they will welcome the new director on his first day.

C. Willis stated that the Town Manager will be taking the new Director, L. Houlihan, and herself out to eat some time during his first week. He would also like him to meet all the BOS.

New Business:

2014 Budget:

C. Willis is working on the budget and feels there is enough money in the budget. She will fix-up the salary scale, find out if they need to budget more for emergency management staffing and generator, and decrease the gas and electric.

J. Kiarsis suggested moving the decreased money over to the salary line.

Policy-Earned Time:

The Board members will review it and send suggestions to C. Willis. They can discuss and approve it at the next meeting.

Handbooks:

C. Willis asked J. Kiarsis if she is still interested in being on the Personnel Committee with her.

J. Kiarsis answered yes. **J. Kiarsis will also be responsible for keeping the Trustee Handbook up to date.**

**C. Willis will send her the table of contents.**

The next regular meeting will be September 16, 2013 @ 6:30pm.

There was no further business before the Board and the meeting was adjourned at 9:45 PM.

These minutes recorded by \_\_\_\_\_

Laurie Pagnottaro, Minute Taker