

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, March 11, 2014.

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jane Query, Alternate

Not Present: Luann Blair  
Jennifer Kiarsis

Others Present: Cab Vinton, Library Director  
Michelle Sykes, President, Friends of the Library  
Gail Martin Swiderski, Minute Taker

**Call to Order**

Catherine Willis called the meeting of the Board to order at 10:35am.

Catherine introduced Gail Martin Swiderski to the Board as a candidate for the position of Minute Taker for the Board. Gail has extensive experience taking Minutes. Gail spoke briefly of her experienced as Medical Board Coordinator for a large health system on Long Island, NY.

Catherine proposed that the Board hire Gail as the Board's Minute Taker effective ~~April 1,~~ **March 11,** 2014.

A Motion was made by Jane Query to hire Gail Martin Swiderski as Minute Taker. Seconded by Jim Peck, Ayes 3; Opposed 0; Abstentions 0.

**Secretary's Reports**

A Motion was made by Catherine Willis to accept the Minutes of the February 11, 2014 Board Meeting. Seconded by Jim Peck; Ayes 3, Opposed 0, Abstentions 0.

A Motion was made by Catherine Willis to accept the Minutes of the March 5, 2014, non-pubic, Meeting. Seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 0.

## **Treasurer's Report**

Jim Peck presented the Treasurer's Report for the first two months of 2014. Jim reported that the Facilities Expenses are presently running over budget for the first two months of the year, this may just be a timing issue. There was an ongoing discussion regarding the plumbing/septic issues (currently not reported on the Treasurer's Report, issues being addressed before payment is made). Materials, slightly over budget for the first two months of the year, again this may be a timing issue but needs to be watched on a monthly basis. On-Line Resources is under budget, Payroll is currently under budget and will continue to be under budget due to staff openings.

There was a discussion regarding the Materials budget and should it be broken down to further show particular sub-accounts for various purchases such as the materials for children so the Director for Youth Services Librarian (when hired) would know what is available for purchases. Cab indicated that this is something he could do based on the annual amount budgeted for Materials.

Jim further reported that \$500 a month was budgeted for Public Activities for a total of \$1,000 for January and February with a total of \$2,359 actually being spent. Some of this was a result of expenses incurred for a performer for the children during school vacation. Cab indicated that summer reading performers have to be booked early and if a check is issued now then the budget will continue to be over and should be tracked carefully. Jim did not feel that this was an issue currently but needs to be tracked.

For the first two months of 2014 the total budget is currently under by \$14,000.

Jane Query questioned the funds that have been invested in simple accounts in the bank and could the Library be receiving higher interest rates. Jim indicated that this was something he was planning to look into but did not feel hopeful. Catherine indicated that the funds are in CDs and Money Market accounts. Cab questioned the Prudent Investor plan and did that allow for more sophisticated investments. Jim will investigate further, review our Investment Policy and recommend changes if needed. The Investment Policy will be presented and approved at the next meeting and sent on to Terry Knowles at the Attorney General's office at the Division of Charitable Trusts. The policy is submitted annually even if no changes are noted other than a change in the review date.

Jim noted a banking error of a \$787 transfer that should have gone from Money Market to checking when in fact it went from checking to Money Market, when a reverse transfer occurred it showed a \$1,574 transfer out of the Money Market account when in actuality it was only the \$787 transfer as originally intended.

## **Election of Officers**

Catherine Willis noted that the election of officers is usually performed at the March meeting. The proposed slate of officers:

Catherine Willis, Chair  
Jane Query, Vice Chair  
James Peck, Treasurer  
Jennifer Kiarsis, Secretary  
LuAnn Blair

A motion was made to accept the slate of officers as presented. Seconded by Jim Peck; Ayes 3, Opposed 0, Abstentions 0.

## **Correspondence/Communications**

There were no items for discussion for this Board meeting.

## **Friends of the Library**

Michelle Sykes noted that three members have resigned but that there are three new individuals interested in becoming members. Michelle discussed that a Book Fair is being scheduled for the Saturday before Mother's Day. Michelle spoke about a more efficient and orderly plan for collecting and sorting the books being donated for the fair. She also noted that there is a vendor that will buy any excess books from the fair that the Library does not want. The Friends have decided not to participate in the Uno's program this year; the return on this program last year was minimal.

## **Director's Report**

**Services/Programs** - Cab reported that the Library has been very busy. It was noted that people who have been absent from the Library are returning. Catherine mentioned that at a recent Selectmen's Meeting Michelle Curran spoke about the Elders' Affairs Committee here at the Library, very excited and complimentary, a big supporter. Cab mentioned that there were brochures available describing services targeted for Senior Citizens as well a brochure on ideas and plans for the future to ramp up what the Library is currently doing. Cab hopes to ramp up services for everyone in the community, children through seniors.

The parent that has been conducting the crocheting class for children would like to expand to sewing classes for children. There was concern for the liability issues involved in this type of class and needs to be further investigated. There was further discussion regarding background checks on volunteer teaches and the necessity to conduct background checks. Catherine stated

we have a policy and it should be followed for everyone. She suggested that we invite Deputy Chief Jones of the Plaistow Police Dept. to an upcoming meeting to discuss the background check process.

Cab reported that he was approached by a local businessman planning trials of a couple of new business databases for April/May. He will be reaching out to the local business community to promote the trials and to begin building relationships assessing their needs, etc. Cab will research further the Library's involvement in these trials.

**Technology** – Cab reported that the laser printer for Technical Services has been replaced. Upgrades to Windows 7 on patron machines will occur in the next few weeks. The people counters at the front doors are acting erratically and Cab would like to look into a more reliable system, preferably one that will give hourly breakdowns.

**Personnel** – Discussion on earned time. Catherine explained that individuals need to be hired for a set number of hours that would qualify them; earned time is based on the number of hours the employee was hired for not the amount of hours worked over what they were initially hired at, some corrections need to be made to individual hire hours.

Cab reported that Raven has completed an online, ALA certified course on Basic Cataloging and Classification and is considering taking further courses so as to earn the ALA-APA Library Support Staff Certification credential. Other staff members have also indicated the desire to take courses to improve their job knowledge.

Twenty-two candidates have applied for the position of Head of Youth Services. Two candidates have been invited to meet the parents and lead a sample story time. A few of the remaining top candidates are being screened. A recommendation will be made to the Board at an upcoming meeting.

A solid candidate was found for the custodian position but there has been no success in reaching his references. Candidate has been informed of this problem. Cab reported that Migel has been coming to the Library for about 20 hours a week not 28.

Cab reported that Erin Groudas, a former substitute, has rejoined the staff. Erin has been helpful in continuing the planning for the Summer Reading Program.

**Building** – Cab reported that he is still waiting on the final retro-commissioning report from Advantage Engineering and will report to the Board at a future meeting.

Senter Bros. and the Town recommended simply cleaning the septic filter more frequently (quarterly) to prevent clogging issues. Cab reported that Royal Plumbing strongly feels that the filter is undersized for the Library's needs; he is awaiting further information. The one pressure

assisted toilet that was installed alleviated previous issues, thoughts to installing more of these toilets may be a cause for discussion at a future time.

The flood light for the flag pole was vandalized and subsequently replaced by Omni Electrical. This incident was not reported to the Police. Catherine indicated that it may have been covered by the building insurance and an inquiry should be made at Town Hall. The replacement needs further adjustment. Two estimates were submitted, one to improve the lighting around the front door entrances and another to upgrade the parking lot pole lights, one of which is currently out of order. Both estimates involve LED lights which are costly but more energy efficient and save money in the long run. Cab suggested that because of the high costs that the Library look into incentives from Unutil and/or consider bidding out the project.

Cab addressed the formation of a substitute pool for local libraries and this is an ongoing discussion with the other libraries.

Cab has requested the last week of April (school vacation) as a week of vacation; the Library would have sufficient coverage. The Board had no issue with this request.

### **Old Business**

Catherine reported that there are currently no updates to report on the HVAC issues.

Motion light detectors/time of operation, Cab reported that Pulsar does do security and he will discuss cameras with them as well as motion lighting, etc. Cab noted that the Police Chief is looking into cameras for the Town, placing the cameras will need further discussion. Pulsar indicated that they are familiar with these concerns.

Catherine noted that the Earned Time Policy was sent on to the Department of Labor for review, they reported back changes that need to be made to the exempt/non-exempt terminology (terms used incorrectly), these suggested changes were made.

Catherine made a motion for approval of these word changes to the Earned Time Policy. Seconded by Jim Peck; Ayes 3, Opposed 0, Abstentions 0.

Hospitality program – A discussion was had regarding charges for coffee/tea, should the Library continue with this policy or allow patrons to have a free cup of coffee; the decision was left up to Cab. Jim inquired as to how the money collected is being reported. Cab was unsure how it was being reported and will discuss with staff and Jim when he has more information.

Saturday hour adjustment – The first hour of operation on Saturday is slow, should the Library open at 10:00 on Saturday only or should the Library open at 10:00 every day to eliminate confusion, would this be an issue for the elders that come in to read the morning papers. This was tabled until more studies were done as to patron needs, feasibility, etc.

## **New Business**

Catherine noted the need for the Board to develop Trustee Goals, set up Committees and Subcommittees as well as the development of plans needing development including a technology plan. Cab would be the person to work on technology plan as it would be a Library plan. The Capital Improvement Plan information will be needed by this summer; what will the Library need in the next five years? There also needs to be a building maintenance plan to develop a schedule for the continued up keep of the building. These items have been tabled to an upcoming meeting for further discussion.

Catherine indicated that she has been reviewing the Wage Matrix, that some open positions need to be upgraded and some current employees need to be reviewed and adjusted as appropriate. This issue was tabled for further discussion.

The next meeting of the Board of Trustees will be April 8, 2014 at 10:30 am.

## **Adjournment**

A motion was made by Catherine Willis to adjourn at 12:35 pm. Seconded by Jane Query.

Respectfully submitted,

Gail Martin Swiderski