

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 14, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, October 14, 2014.

Present: Catherine Willis, Chair
James Peck, Treasurer
Jennifer Kiarsis, Secretary
Jane Query
Michelle Sykes, Alternate, President, Friends of the Library

Absent: Luann Blair

Others Present: Cab Vinton, Library Director
Gail Martin Swiderski, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 1:03 pm. Catherine introduced two new members of the Library staff, Jennifer Dawley, Head of Youth Services and Brianna Sullivan who will be in charge of Programming/Publicity for the Library.

Jenn outlined youth services/events including:

- Story hour groups for babies and toddlers. School age programs including “Book Worms” consisting of reading stories and doing crafts; knitting and crocheting for ages 7 to adults.

Jenn indicated that she is working to engage the young adult community with a

- Game On night to play Minecraft; she will continue with similar programs, one is currently scheduled for October 30th. She is receiving great feedback from parents, a motivational tool to have homework and chores completed so that they can go to the Library for game night, ages were elementary school through middle school, she is reaching out to all ages.
- SAT night is coming up, a practice test one week and the following week the children will receive their test results. Youth programs at the Library will be advertised on the school bulletin boards and the school websites.
- The Fire Department came to the Library last week to review fire safety for the children, great turnout.

Jenn will represent the Library at the Town Pumpkin Lighting. There is a babysitting class coming up, this is a Red Cross program consisting of two days, both classes need to be completed, they will be trained in pediatric CPR and first aid and will receive a two year certification upon completion. Upcoming will be a storyteller and an owl presentation, YMCA will be coming in to work with Jenn to do some cooking classes, she will be going to the Y daycare/preschool setting to do an outreach story hour once a month.

Brianna Sullivan reported on a very successful turnout on Sunday when local author Michele Albion spoke on her recent new book on Eleanor Roosevelt. Upcoming events will include, Protecting Your Assets, being presented by Ed Beasley, an elder law attorney. Brianna has a bulletin board that will be hung in the Library to bring attention to the upcoming adult events being sponsored by the Library. There will be a "Meet the Candidates for NH State Legislature" on October 23rd, they will be at the Library to meet, greet and answer submitted questions. Roxi Zwicker, Haunting Happenings, will be at the Library on October 20th.

Brianna and Jenn have developed questionnaires that will be distributed to all residential addresses and post office boxes in Plaistow asking Town residents what types of events they would like to have at the Library, etc. Genealogy and memoirs were two topics to explore. Brianna has developed flyers to be sent out to all the non-library groups in Plaistow to let them know what is going on at the Library.

There was a suggestion to develop a Library/Community Calendar so that Library events would not cross over onto other community events. Brianna will work towards the routine collection of event information within the Community and the regular updating and posting of all local events.

Secretary's Report

A motion was made by Jennifer Kiarsis to accept the Minutes of the September 9, 2014 Board of Trustees Meeting, seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

A motion was made by Jim Peck to accept the Minutes of the Non-Public Meeting of September 9, 2014, seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim Peck presented the Treasurer's Report through September 30, 2014. Jim reported that the budget is right on target, there will be one more appropriation that will be coming in within the next couple of weeks. The Legal Budget has expended \$461.00, no additional expenses are expected for the remainder of the year, a check will be sent back to the Town. Repairs and Maintenance is 16% over budget, coming back in line, previously 20-30% over budget; Materials are 9% over budget but also coming into line. Payroll continues to be under budget but more people have been hired, running 16% below. Education budget will be used within the next

three months. Public Activities is over budget but a good variance, other line items will be covering this. Utilities variance of \$2,215 is a result of a bill being paid after September that was for September, account is on budget. Another donation of \$1,000 was received on a memorial fund. There was an expenditure of \$986.00 against trust funds. Catherine asked that a list of all donations be reported at the next meeting for Board acceptance.

Catherine asked Jim for further clarification of the Fines account and Special Projects account. Fines account should be used only for fines and lost books, all copying should be allocated to Special Projects.

A Motion was made by Jane Query to accept the Treasurer's Report. Seconded by Jennifer Kiarsis; Ayes 4, Opposed 0, Abstentions 1 (Peck).

Correspondence/Communications

A thank you note was received from Kristin Savage, wife of the late Chief Stephen Savage, for the contribution the Library made to the 100 Fund for the families of fallen police officers.

Catherine indicated that Rose Bayek's appointment as alternate will be announced at the time the Library presents its budget to the Selectmen.

Catherine mentioned that the Library should be represented in the Festival of Trees event that the Town conducts in November. Catherine asked Cab to speak with LuAnn for ideas.

Catherine asked if the Library obtains permission from parents to photograph children involved in Library events. There is usually verbal permission; when a picture is taken the parent is asked if it is okay to use the picture in any Library publications.

Friends of the Library

Michelle Sykes reported the last meeting of the Friends of the Library was held on September 22, at that time the Treasurer reported a balance of \$3,206.48. Friends have renewed memberships for the Aquarium and Strawberry Banke leaving a balance of \$2,600. Signs for the upcoming Vendor Fair (November 22 from 9:00 – 1:00) have been designed to allow for a yearly change of date, they are ready for printing, there will be 10 signs made and distributed around Town and collected after the fair. The Friends will seek donations from local businesses as well as putting together a Thanksgiving Basket with possible donations from Shaw's, Market Basket and Raymond's Turkey Farm. Michelle reported that more Friends of the Library tote bags have been ordered and will be sold at the Fair. There are currently 16 vendors committed for the fair.

Michelle discussed the need to bring more people into the Friends of the Library, it was suggested that volunteers be solicited for specific events to engage individuals that way.

Director's Report

Cab reported that there is a small roof leak that is leaking into the attic space; two weeks ago Dave was to have someone over to fix it, to date that has not been accomplished, Cab will continue to track. The area where the leak is has a great deal of storage piled up, Cab has asked Dave to allow Rich some extra time at the Library to build some simple shelving to organize all the items that are on the floor. Last week a used syringe was found in the parking lot, the police were notified, it was disposed of carefully. There was a general discussion on biohazard procedures that should be established for the Library staff including the purchase of biohazard bags.

Cab reported that performance reviews have been completed for Anita, Kelly and Raven, Jenn's six month review is coming up.

Cab is working on statistics for the budget cycle process. In terms of what our Library patrons checked out for the past twelve months compared to the previous twelve months, overall we are down about 5% and that is mostly coming from books. Cab reported those who borrow from other libraries is up about 11%, he is tracking all the electronic items, e-books, audio books, the volunteer hours, program numbers, etc. and will report those numbers at a future meeting.

Old Business

Budget Review – Jim reviewed the draft of the proposed budget. The proposed budget for 2015 showed Net from Taxation to be \$542,643 as compared to 2014's budget of \$511,282 resulting in an increase of \$31,361 (5.8%). The line items driving the increase are salaries and electricity. The salary schedule as established by Cab and Catherine showed a projected 2015 budget total of \$232,409, Jim noted that there is an extra pay period in 2015 which pushes the budget up \$6,000 with additional items (vacation coverage, longevity bonus, merit increases) bringing the combined projected total to be \$249,811, also noted was the position of Youth Services Director which went from part time to full time causing an additional increase in the salary allocations. Library Accounts contingency projections were the same as 2014, the Capital Equipment account was increased to \$44,000 putting back the \$40,000 allocation for the Generator which was taken out last year. Jim noted that the Health/Life/Disability rates were not available at the time of preparation, those numbers will be updated going forward, three family plans will be added to the health insurance. Jim reported speaking with the Public Utility Commission of NH, the supply rate has been approved and has gone up 82% and the distribution rate will go up approximately 5% resulting in an approximate \$10,600 (30%) increase for the Library. Jim noted that it is not believed that legal fees will be incurred for

2015 and this will be discussed with the Town Manager. Looking at the full proposed budget, removing the increase in electricity as well as the extra pay period the 2015 budget increase over 2014 would be 2.8%.

There was a consensus to accept this projected budget as reported.

HVAC update – Cab reported that he contacted Michael Castagna (Castagna Consulting Group of North Hampton, NH) regarding a life cycle cost analysis that would assist in planning the future of the building as it ages. The estimate was approximately \$5,000; he would provide a 30-40 page report of everything including carpets, electrical, plumbing, security system HVAC, roof, windows, etc. including model numbers and warranties. He inquired of any issues that the Library may currently be facing. Cab did not feel that he could provide any additional information that would prevent putting out the RFP for the control systems. The job that Advantage provided was good and the RFP should go forward. The turnaround time for research at the Library would take about a week and then a month after that to generate the report. This report would allow for planning repairs from a budget standpoint.

A Motion was made by Jim Peck to allow a \$5,500 disbursement for a life cycle cost analysis. Seconded by Jennifer Kiarsis; Ayes 4, Opposed 0, Abstentions 0.

New Business

Policies

FMLA Policy

Jenn reported the addition of the following language to the FMLA policy:

Employees who qualify for group health insurance benefits will be required to sign an agreement stating that they will provide reimbursement of premiums for health insurance benefits if they do not return to work for reasons other than: the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the control of the employee. (See form on the following page.)

The Plaistow Public Library will require that all accumulated earned time be used before taking unpaid leave.

A Motion was made by Catherine Willis to accept the additional language to FMLA Policy. Seconded by Jim Peck; Ayes 5, Opposed 0, Abstentions 0.

Capital Improvement Plan

Catherine noted that it was suggested that the HVAC and Generator be listed on the Library's CIP. There was discussion of researching the availability of grant money to fund a new generator; Cab will ask Brianna to research this possibility.

At 3:21 pm a motion was made by Jenn Kiarsis to move to a Non-Public Meeting, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

The Board entered back into Public Meeting at 4:00 pm.

The next regularly scheduled meeting of the Board will be Tuesday, November 18, 2014 at 1:00 pm.

Adjournment

A motion was made by Jenn Kiarsis to move to adjourn at 4:05 pm, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker