

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 18, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 18, 2014.

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

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 1:02 pm.

In Jim Peck's absence Michelle Sykes was appointed as a voting member (Jim joined the meeting at 1:30).

Catherine reported that Rosemarie Bayek's appointment as an Alternate Trustee has been approved.

There was discussion on making the Minutes available in the Library via a public binder. The original signed Minutes will be maintained by the Secretary with a copy placed in a binder in the Library for general reference and review.

Secretary's Report

A motion was made by Jennifer Kiarsis to accept the Minutes of the October 14, 2014 Board of Trustees Meeting, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

A motion was made by Jane Query to accept the Minutes of the Non-Public Meeting of October 14, 2014, seconded by Luann Blair; Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

A motion was made by Jane Query to accept the Minutes of the Non-Public Meeting of November 7, 2014, second Luann Blair; Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim Peck presented the Treasurer's Report through October 31, 2014. Jim reported that the Janitor and Building Insurance were budgeted for December, however they were paid in October; \$21,426 is not a true variance. Legal was budgeted for \$12,000 through October with \$12,500 through the end of the year, there is \$500 more through the last few months leaving \$11,539 presently and by the end of the year the budget should be \$12,000 below having spent only \$461.00. Legal was originally budgeted for \$15,000, the balance of the account as of December 31st will be returned to the Town. Landscaping is slightly over budget; Repairs and Maintenance account is on line. Materials account is coming back in line with the budget, presently \$2,000 over. On-line Resources has been significantly under budget, there was a recent purchase of the A-Z Data Base for \$4,400. Payroll is \$39,410 below and should end up around \$40,000 below. Cab noted that additional staff will be coming in during the holidays to cover staff vacations, etc. Jim reported that by year end after backing out Legal the budget should be around \$25,000, possibly more, under budget, consideration should be given to additional purchases that the Library may need.

Cab indicated that he has a quote of \$4,000 for a video security system consisting of one interior camera and two exterior cameras at the front doors. More cameras could be added to the system, fisheye cameras throughout the Library. There has been increased theft in the Library, specifically DVDs.

Upgrading the wireless – coverage is insufficient, routers not placed in the most optimal places, the routers are residential grade that are two to three cycles behind the current standard. Current system is not capable of tracking statistics. This upgrade could be \$1500 to \$5,000 depending on the level of sophistication.

Cab reported that the Facility Condition Assessment is estimated to cost approximately \$5,500 which may result in an additional list of things to be done.

Cab has a quote of \$9,000 to upgrade the parking lot lights to LEDs, he will obtain a second quote and also he would like to know if this upgrade will pay for itself over time.

There was a suggestion of upgrading the phone system, handsets specifically. Jane suggested direct dial numbers rather than having the Circulation Desk answer all the calls. There was a general discussion and the consensus was to have a person answering the phones rather than a recording directing callers.

Cab reported that he has an additional quote of \$4,000 to install motion lighting to the front door areas.

Cab will prepare a spread sheet before the December meeting.

Jim reported that there was \$44,000 encumbered of which \$7,336 has been expended with a balance of \$36,664. Jim suggested re-encumbering these funds.

Catherine inquired of Cab the standing of the RFP. Cab is looking to Michael Castagna for additional revisions to his contract for Board signature. RFP will be sent out to a list of contractors with a timeline for inspection, quote submission, etc. with the intention of completing this phase before the end of December.

Jim reported that the Town is transferring their accounts to People's Bank (from TD Bank); he will meet with People's Bank to discuss the Library's needs, specifically the need for sub-accounting.

Jim reported that the Library's budget is sitting with the Town; there has been no re-call or report to date.

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

Correspondence/Communications

Catherine reported that there was no word from the Budget Committee.

Jennifer discussed documents for the Cooperative and reported that there was no minute taker at the meeting and that correspondence seemed to be via e-mails to individuals but not collectively to the Board. Cab reported that he has Annual Meeting Minutes for the last three years and the By Laws. Notes were taken (by Tina) at meetings but the consensus is that no official Minutes were recorded. Catherine will investigate further on the need for formal Minutes. It was noted that Plaistow attendance at meetings did not represent a quorum (less than three members in attendance).

Friends of the Library

Michelle Sykes reported there was a meeting on November 17, 2014 to finalize the plans for the Vendor Fair on Saturday, November 22nd from 9:00-1:00 (vendors to arrive at 8:00 to set up). Michelle reported that there are 18 vendors coming in as well as vendor and business donations for raffle. Signs have been posted around Town; Friday will be set up of tables, etc. Coffee and donuts will be sold; there is a vendor selling pre-packaged treats. Michelle expressed the need for additional volunteers to be available to relieve the vendors, help out, etc.

There was mention of having scones cooked on the premises. Michelle indicated the issues of the kitchen last year and the condition that it was left.

Catherine expressed thanks on behalf of the Trustees to the "Friends" for all their hard work.

Director's Report

Cab reported Brianna has been reaching out to local businesses and recently attended an event at the Haverhill Chamber of Commerce; Cab has subscribed to a business marketing data base called "A-Z". Cab reported that the local businessman that was originally going to help out in this area has withdrawn. Brianna and Jenn are planning a full schedule of events for next summer including science and technology events focusing on health, these will be coordinated events for children, teens and adults. It was noted that consideration should be taken into account for the Recreation Dept. summer schedule; Cab will confirm with Brianna and Jenn.

Cab reported that the Library is now fully staffed with the addition of Rebecca Paula, Circulation Team Member. Rebecca is still being trained.

A parent complained about the Library's Privacy Policy. The NH Law states that the Library is not allowed to give out any information on any patron no matter how young. A book was being held for a child, parent wanted to know what book it was and she was told that she was not allowed that information based on the State Law. Cab will investigate further, he has made available at the front desk "Children and Privacy: A Guide to N.H. State Law", this guide cites the RSA statute, it cites the fact that the Legislature has addressed this issue twice to give parents the right to know and both times it lost. The patron must give permission to another to pick up books on their behalf.

Cab requested a handyman to build shelves in the attic. Jenn may know someone, if not, Catherine offered to call Jeff; work to be completed within the next month.

Cab reported that Debbie Clayton from Health Trust met with all the staff to go over benefits that all staff is eligible for and those that only the insured employees are eligible for. The staff is very interested in the flexible savings account option, a modest cost involved of \$5.00 per employee, per month with three to five employees currently interested.

A Motion was made by Catherine Willis to add "Flexible Savings Account" to the Library's list of Benefits. Seconded by Luann Blair; Ayes 5, Opposed 0, Abstentions 0.

Catherine noted the need of having 75% of all eligible employees to participate in Health Trust and to have 50% of the employees to enroll in dental insurance.

Cab noted that the Health Trust currently offers on one plan, the Cadillac Plan, however Debbie noted that there are a range of options including two additional plans being offered at no increase in cost. One plan would be an HMO plan and there currently is one employee interested in the HMO plan. There was a general discussion on cost based on employees' choices of single or family plan, changing plans, etc. with a determination that there would be no significant monetary increase for the Library.

A Holiday Meal is being planned for the employees and Trustees, date and time to be determined.

Holiday hours, Cab inquired to closing time for the day before Thanksgiving. It was the general consensus to close at 5:00 instead of 7:30. Christmas Eve day the library is closed.

Scrabble night will be held on the library tonight, Cab was looking for additional Scrabble boards. An international Scrabble champion, Ricky Sirois, will be at the library teaching how to improve your game.

Old Business

Catherine asked Jim to prepare a list for the January meeting of all donations received in 2014.

Catherine reported the Director's contract has been prepared, approved (back dated to September) and will be signed.

Catherine questioned the amount spent on postage; Cab reported that there are a number of notices mailed out for overdue items.

Cab reported that he will draft, for the Board's review, a general liability form releasing the Library from responsibility.

Cab will prepare for the January meeting a breakdown of subaccounts for various purchases such as the materials for the children's programs so the Director for Youth Services would know what is available.

Hospitality program – Cab reported that the cash handling system for coffee donations, etc. is still inefficient. He recommended a cash register that is integrated into the computer system. The cash draw sits under the monitor, provides an accounting, etc. a Point of Sale system. Cab indicated that other local libraries have this system and he will inquire further.

Saturday hour adjustment – It was agreed that this topic be moved for discussion at the Strategic Planning meeting.

Update patron information – Cab will encourage the staff to collect this information.

The Earned Time Policy – employees working 15 or more hours will be eligible for earned time off.

Grant programs -- Cab will ask Brianna to research the possibility of receiving a grant to cover the cost of a generator for the Library. Atkinson Library received a grant for their generator.

Life Cycle Cost Analysis Contract – Cab reported there were a couple of corrections he would make and then it would be ready for Catherine’s signature and then faxed to Michael Castagna.

Roof leak – Cab reported that the leak was a result of the vents in the condenser unit. Pro Control had been contacted, needs further investigation. This will become part of the Life Cycle Analysis.

Flagpole lights – the lights are too dim, Catherine to follow-up.

Security camera and motion lights – Cab received one quote, Catherine suggested getting a second quote.

Strategic Plan – The Historical Society would like to maintain space at the Library, it became apparent that the Library needs to update their space needs portion of the Strategic Plan. Catherine suggested having meetings starting in January to determine the Library needs. Jim suggested developing the driving goals of the Library and working in that direction.

Substitute pool – Cab reported a background check would be done on all substitutes; the wage would be the prevailing wage at the time of hire.

DVD-CD Repair – Cab reported that libraries charge \$2 - \$3 per disc, library would have to find volunteers to do this; the cost to the Library is around \$.25 per disc.

Salary Consultant – Cab has called Sean, waiting for a return call.

Wage Matrix Survey – Luann looked at libraries with the same population and similar circulation. Luann will produce a spreadsheet.

Technology Plan – Cab and Jim to work on in January.

Trustee List – updated list including term, address, e-mail and telephone.

The next regularly scheduled meeting of the Board will be Tuesday, December 9, 2014 at **10:30 am.**

Adjournment

A motion was made by Jenn Kiarsis to move to adjourn at 3:30 pm, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker