

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**June 9, 2015**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 9, 2015.

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

Not Present: Luann Blair

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

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:36 am.

**Secretary's Report**

Motion to accept the minutes of the meeting on May 12, 2015 was made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the minutes of the Building Assessment Review special meeting on May 26, 2015, as amended, was made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1. (Kiarsis) Michelle Sykes voted in place of Rosemary Bayek.

**Treasurer's Report**

Jim shared that his report has similar variances as recent previous reports. Jane asked for clarifications on Liability line (\$833) and Jim explained that the amount is budgeted for the first five months (\$2000 for year). This has been budgeted for the last few years but hasn't had anything in it. Cathy asked about the Service Contract line. Jim said this is not a budgeted line item, but that it's a different account. The Service Contracts line was taken out of the Repairs & Maintenance line under Facility Expense and represents mostly the Castagna account. It wasn't budgeted as its own item, but rather under Repairs & Maintenance until now. The subtotal of all Facility Expenses does include the Service Contracts line.

Jim explained that on Page 2, under Total Expenses, it shows that the budget is only \$16 from actual expenses which is nearly exact. He also reminded everyone that the health rebate is reflected in the budget now and also that the overage in public activities and supplies nearly offset each other.

Jim also distributed the project fund account updates. Cab commended Jim on a job well done with the Treasurer work. Everyone agreed that receiving an email copy of the report was sufficient. Jim will add the Minute Taker to the recipient list for next month, for reference purposes.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Jane Query. Ayes 5, Opposed 0, Abstentions 1. (Peck)

### **Correspondence and Communication**

Cathy shared that Anita Micale's last day will be Thursday, June 25 with a luncheon at noon from Sushi Time. She requested desserts from the group, and Jenn, Jane, Rose, and Cab offered to bring something, Luann had said her husband could make something. Cab and Laurie went to Church's in Exeter to pick up a gift for Anita, and Cathy will pick up a card. Former librarians have also been invited, as well as her family.

Cathy said the CIP request is due by June 19, but Cab will be asking for an extension because they need to meet with Sean Fitzgerald in advance. Jim, Cathy, Cab must coordinate a meeting time with him. September 14 is when the CIP will be presented to the Budget Committee. October 26 is the Library's presentation to the Selectmen and then again to the Budget Committee on October 27.

Jenn sent thank you notes to the Conservation Commission and to the person who donated a tree.

### **Friends of the Library Report**

Michelle reported that the Friends met on June 3. The "Antiques Rodeo" is scheduled for September 12, from 10-12, and the appraiser can stay longer if necessary. The charge will be \$10 for one item, \$25 for 3. The appraiser will need a connection for his computer and will be stationed in the large meeting room. People can bring one large item to leave in a truck and he can possibly step outside to evaluate it. Luann will seek donations for hotdogs, burgers, cookies, and the Lions Club is willing to grill. A health department form must be completed. No homemade items can be sold. Lemonade will be offered.

Luann sent all the paperwork in for an American Girl doll to be donated and raffled at the Vendor Fair. She is still waiting to hear back. For the summer reading program, the Friends have donated 6 \$15 iTunes cards for children and 6 \$15 Amazon cards for adults.

The next meeting is on June 29th.

Cab is helping to look for a photographer for a puzzle about Plaistow. Possible sites include the church, cemetery, town hall, Pollard School, library, safety complex, welcome sign, Goudreault's Farm, etc. Once all photos are in, the Friends will choose which photos to include. They are considering purchasing about 30 at a time and see how they sell, and then consider ordering more. These would be 285-piece puzzles.

### **Southern NH Library Cooperative report**

Cab is meeting with the group this afternoon so there are no new updates.

Kimi Nichols delivery program is underway and it's going very well. Both the KNC clients and the library staff are happy about the process. Sandown is now interested in joining in.

The cooperative is working together to plan a staff training day focused on customer service.

Though not related to the Southern NH Cooperative, it is worth noting that the Mary Hill Rock tri-county regional library cooperative is meeting at PPL tomorrow. A marketing consultant employed by Uno's is coming in to talk about non-profit marketing with social media.

### **Director's Report**

With the CIP deadline approaching, Cab is trying to firm up Castagna numbers. He has a quote from Merrimack Valley Roofing for the entire roof at about \$60,000 vs. the \$85,000 that Castagna initially projected. Ken Ray also gave some information about what he could offer but needs more details.

Jeff Russo looked for mold and reported that there is no mold in the boiler room area.

Cab recently attended the Comcast Ascertainment Hearing in town. Cab thanked them for their free service but also explained that their service is quite slow and at 16 megabits/second it is below the standard of 25 megabits/second. The representative from Comcast agreed to increase the speed to 50 but the library would have to pay the difference in the upgrade cost. It's a necessary upgrade and the group agreed it is worth the additional expense.

Author Mary Kay Andrews visited last Sunday. Turnout was disappointing and weather was terrible. Brianna sent out a survey about the program and the event publicity, asking why people did not attend and most responses indicated that having other plans was the main reason for not attending. Most respondents did know about the program but perhaps the timing was difficult in late May. In addition, there were about fourteen programs in May compete for attendance, which may have caused confusion as well.

Cab will still work on getting an average cost per program, per person.

With board approval of credit card payments at the last meeting, a device for this was purchased and used at the author visit. Sales of books went well and the system was efficient. The library will have to consider using credit cards for fines. Jim would like to know where to put this expense for accounting.

In the Children's department, Jen has a lot going on and lots of kids are in the library. Summer reading planning is well underway and keeping her very busy. She has a volunteer who helps a little. She can tap into other resources for helpers too and Cab said he wants her to do this.

In Professional Development, Raven is nearing the end of her preservation class, which ends on June 18th. She will need to submit a report based on the work she has done at the library, and will have to include an assessment of planning for the future, including disaster planning, etc. There doesn't seem to be a disaster plan in place for the library at this point. There was agreement that this would be important for the library.

On the Friday before Memorial Day it was extremely quiet at the library. Cab proposed closing 4 hours early on July 3rd so that the staff gets a full 8 hour paid holiday when combined with the 4 Saturday hours off also. There was general agreement that this was a good idea.

Regarding Old Home Day Jim said the art exhibit for adult amateurs and professionals will be at the town hall and the library will house children's art but he is not sure where to display it yet. He is looking at portable walls that allow for display but they are \$200 each. Jenn suggested tracks that can be installed as a more long-term solution. Jim thinks the wall is a good solution for this with hanging space on both sides. Cab asked the programming staff about portable walls and they do not see a need for these long-term. Cathy explained how the church had used lattice-work as a way to display inexpensively. Jim is working with someone to build displays for town hall art. Cathy also suggested using fishing line from ceilings. Jenn suggested using lines with clothes pins. Jim prefers wall mounting if possible. Judging will happen in advance of Old Home Day display and he is excited about the art that has already been submitted by middle school students.

The town has hired a new head of facilities who visited the library recently with Sean Fitzgerald for a tour. He has offered to help the library as he is able.

Cab distributed a statistics spreadsheet and is looking for input on a preferred format. Cab prefers to only track and keep statistics that will be used, but he is happy to share the information in a format that is preferable to the board. Options include month to month comparisons, year to year comparisons, circulation data of all kinds, etc. but including it all would be a data deluge, so Cab would like to know what is most useful to the group. He would like to create more of an online dashboard with a menu that allows the user to select data they want and view it. Jenn suggested that quarterly reports might be sufficient. Cab suggested selecting just a few key items known as "Key Performance Indicators" to view regularly, and he emphasized that the data must be helpful and guide decision-making. He would like to streamline the system so that other staff could generate reports easily and is working on this. Because many items on the spreadsheet come in from different sources, the collection of data would need to be delegated.

The board plans to review the spreadsheet and individually provide feedback to Cab about what data points would be most beneficial for tracking.

### **Old Business**

1. HVAC plan Cab has made many calls (most not returned) and has asked around for referrals. He has decided against using Howse. One repeated positive referral is to a NH man whose specialty

is trouble shooting, named Sam Wiggin. He is a small company and would likely provide a better price. Cab sent him the reports related to the library issues and he is visiting the library on Friday, June 12, at 9am. He can provide references and is available to start July 1 and estimates 2-4 weeks of work. His work would be installation only, not service, and he would use an open software system which is advantageous. Cab also has Honeywell giving an estimate. There will be a number ready for the CIP.

2. Unitil Meter Cab has been calling a few electricians to install a sub-meter to get independent verification of electric use. He is looking for additional electricians to call since he's not getting calls back. Steve Councilman was recommended by the board.
3. Meeting Room Policy So far the new policy is going well. It has not been broadcast widely yet. Cab has emailed the groups who hold regular bookings, explained the new process, and booked them out through July. He let them all know the process will soon be done online. Only a few have expressed concern about the new policy and most have been understanding. At some point, there will be a question of how to enforce the policy effectively.

### **New Business**

Regarding the Director's Performance Review and Contract Obligations, Cathy sent out relevant materials to the board and would like to address it in non-public session at the next meeting. She says there is no plan to make changes to the contract, but if there were to be changes to the contract, the deadline is August 1. At that point, the contract would renew as is. Performance review and salary increase/decrease would be effective on September 16, Cab's date of hire.

Motion to adjourn was made by Jim Peck. Meeting adjourned at 12:11.

Next Meeting: July 14, 2015 at 10:30am at the Plaistow Public Library.

Respectfully submitted,

Melissa Theberge