

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**February 16, 2016**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 16, 2016.

Present: Catherine Willis, Chair  
James Peck, Treasurer (arrived 10 minutes late)  
Luann Blair  
Michelle Sykes, Friends of the Library, Alternate (voting today)  
Rosemarie Bayek, Alternate (voting today)

Not Present: Jane Query, Secretary  
Jennifer Kiarsis

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

**Call to Order**

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

**Secretary's Report**

Motion to accept the regular meeting minutes of January 12, 2016 was made by Luann Blair, seconded by Michelle Sykes. Motion carried: Ayes 3, Opposed 0, Abstentions 1 (Bayek). Jim Peck arrived shortly after this vote.

**Friends of the Library**

Michelle reported that the Friends met last Friday. They have been discussing plans for the father/son day, including a possible pizza party, hot cocoa, and ice cream sundae bar. Jen is looking into a karate demonstration. They are also considering a Lego building activity including giving each child a small Lego package. Luann said that Lego declined to offer donations but Cab suggested calling Walmart or a similar store for a donation. Michelle said the event would cost \$10 per person, with a limit of 40 guests. The event is planned for April 3, 2016, from 12-2pm, ages 5-8. Luann suggested asking Jen to write a letter for pizza donations.

**Treasurer's Report**

Jim reported that with the new year he has received the first check from the town. Jim explained the slight variances on certain line items. Library is fully staffed right now so payroll is on target. Public Activities line is already up. Some of that will be covered by the monies being added to that line item from other funds but Jim will confirm what the variance reflects after the meeting but he is not concerned. The gas line is still reflecting a rebate. The telephone line item is higher than in the past, but

the current phone plan charges by minute versus a flat rate. It may be worth looking at other phone service options. Jim will monitor the phone bill and see if other items will offset this. Discussion about Unifit pricing and whether the savings with the contract are worthwhile. Cab said that he projected a 5% savings so the rates still need to be monitored to see how this works out.

Jim explained the additional fund report. Michelle asked about using some of the fines account for the HVAC. Jim said they will be accessing some of the Special Projects fund and then other lines, such as Fines, could be accessed. Cathy reminded everyone that the Fines Account does have limitations to how it can be used. Jim said he is going to talk with some of the fund contributors to see if they have projects in mind for their donations.

Motion to approve the January Treasurer's Report was made by Michelle Sykes, seconded by Luann Blair. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Peck).

### **SNHL Coop**

Cab reported that they have unofficially adopted Hampstead as a partner. They are working to collaborate on ideas but there is no official partnership.

Kimi Nichols has been doing the library transfers for some time now and it is going quite well. Cathy suggested offering a thank you in some way, or perhaps a tea event. Cab would like to do that and will talk to one of the contacts about a way to do this.

The "One Book" program is picking up steam with four new libraries, as well as Timberlane. The book being used for the program is *The Things They Carried* about Vietnam. Cab is in touch with Scott Strainge at Timberlane regarding ideas for collaboration. The program would be Labor Day through Veteran's Day, approximately. The SNHL Coop would like to do this kind of program about every other year.

### **Director's Report**

Cab said that Brianna and Jen had STEM program ideas. 10 laptops were purchased, which would tap into one of the donation accounts. Cab spoke to one of the donors who was amenable to it being used. There was discussion about providing adequate security for the laptops.

Cathy suggested offering recognition in some way to these contributors. Jim said there are many who need to be recognized in that case. Cab said there is a formal national volunteer recognition in November. Cab suggested using the splash screen on the laptops to include a visual thank you. Jim suggested using the mural opening day as a tie-in to a volunteer recognition day.

Mural update: Cab suggested having the artist come for the Trustees to see the work so far.

Cab reported that Jen will be out for a couple weeks and that there is a plan in place for staffing. Jen is also working on a redesign of the children's area, including more child-friendly furniture.

HVAC update: Cab said a sub-contractor has been hired to look at the current contract with Granite State to review and that there are areas to fix in the contract. Cab will seek a legal opinion before finalizing it. When Cab has a contract at the final stages after the town and legal has seen it, he will bring it to the Trustees. Cathy had some questions of concern about Granite State but Cab feels good about his third-party contract evaluator. Jim asked if Cab will utilize Castagna as another set of eyes on the process. Cab will contact him and consider this.

Cab has collected a few quotes on updating the catalog data of addresses, numbers, and other demographic information. He's evaluating these for their usefulness.

### **New Business**

*Alice Majors* visited to share an update of her projects. She's been working on a \$10,000 grant through New Hampshire Humanities Council for the One Book program. *The Things They Carried* shows a veteran perspective and may offer tools for communication with veterans. She is partnering with seven other libraries including Newton and Merry Hill Rock Cooperative. Scott Strainge is the contact for the partnership with Timberlane. Cathy asked what the grant money will cover. Alice said the grant would cover books, speakers, media exposure (posters, flyers, bookmarks) and more. Also Scott Strainge is preparing an event on November 10 for veterans. Part of the grant requirement is that the library needs to raise \$1,000. Alice has contacted PACE and other groups for this initial funding requirement and has made a presentation to these groups. Jim suggested an American Legion contact. Cathy said the town probably has a Vietnam vet list and Jim may have helpful photos at the historical society.

Alice hopes to include all veterans in some way. She has been in touch with Dr. Whitlock about a PTSD presentation. The grant will be complete by May. The program would begin September 13. She has also reached out to NH Army National Guard for ways to be involved. Publicity will begin in August for the nine-week program. Ideally this program would be held every two years, with potential for every year if all goes well.

Jim suggested getting some veterans to write letters in support of the grant and suggested several contacts for Alice to reach out to. She is also looking for businesses that may be run by a veteran.

Alice knows a local dentist who is looking to expand into orthodontics/pediatrics, John Wendel. She asked him to sponsor the library calendar and he agreed to do so for four months. Jim had reservations about how this limits exposure to just a few businesses and appears to have the library supporting for-profit organizations in town. Luann said that for years there was a commercial sponsor for the library bookmarks. Cab says it's experimental but that it seems good to have local businesses helping out. Jim agreed with trying it for an experimental time.

Alice said there is a new volunteer page on the website, including a form. Cathy said that Alice is also working diligently to research health insurance.

*Meeting Room use for large events:* Cathy mentioned that parking can get tight and difficult at large events, especially at a recent politician visit. Jim suggested designating an area of the lot for patrons to be able to park at the library. Even at the vendor fair there is limited parking. Cab said that Brianna is looking at developing a plan, perhaps including talking to the town about public safety concerns and how to handle this. There was discussion about library policies for politicians and political signs.

*Non-Public Minutes:* Cathy said she and Jane are looking for these. They are sealed, and the question is when were they sealed, and when are they due to be opened again since dates are not on the envelopes. Cathy would like to open them, put the date on the outside of the envelopes and re-seal if required. She would also unseal what needs to be unsealed and file them appropriately. Jim also suggested reviewing the policy so that RSA procedure is followed going forward. There was consensus that Cathy go ahead and review these sealed minutes.

*Gardening:* Jim suggested having the gardening club work around the library and has been in touch with Tammy Bergeron about this. Cathy suggested having children plant bulbs that they can later enjoy seeing come up.

### **Old Business**

*Strategic Plan--*Cathy would like to have a separate session to work on this. Over the next month, Cab will work with Brianna to come with some basic plans. Work session date scheduled: March 29 at 10:30am.

*Landscaping Proposal--*Cab asked for input on how often to mow the wetland area. There was brief discussion and general consensus that it be mowed infrequently, to leave it as natural as possible, and mow it once a year. This can always be changed in the future. Cab is recommending that the contract with Lavallee Landscaping be finalized after he works out the mowing plan.

Motion to approve a one-year contract with Lavallee Landscaping at \$5425, made by Rosemarie Bayek, seconded by Luann Blair. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

### **Adjournment**

Jim Peck motioned to adjourn, 12:59pm.

Next Meeting: March 15, 2016 (changed to avoid Election Day)

Respectfully submitted,

Melissa Theberge, Minute Taker