

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
May 10, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, April 12, 2016.

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

Not Present: Jennifer Kiarsis, Secretary
 Rosemarie Bayek, Alternate

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 10:40am.

Secretary's Report

Motion to accept the regular meeting minutes of March 15, 2016 was made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Blair).

Motion to accept the regular meeting minutes of April 12, 2016 was made by Jane Query, seconded by, Jim Peck. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

There was a decision to table approval of additional special meetings until Jenn returns.

Treasurer's Report

Cathy asked Jim to bring the financial investment policy to the next meeting.

Jim explained that much is the same as the previous month's report. He indicated that there was an electric bill payment that is not reflected in the report so there is not as much variance as it appears. Gas variance is as it appears. Usage has been low so it's lower than usual. Salaries are on track. The funds report is as expected.

Jane asked Kelly to complete the report she prepares to Jane a couple days earlier than normal and she was willing to do that.

Motion to accept Treasurer's Report made by Luann Blair, seconded by Michelle Sykes. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence and Communication

Cab reported receiving a thank you note for a donation to the memorial scholarship fund on behalf of Phyllis Simmons.

Friends of the Library

No report.

Southern NH Library Cooperative

Cab reported that their recent meeting went well. The group is looking for ways to work together, save money together, and do what can be done to support one another. Hampstead may be interested in joining but it's not imminent. Cathy asked if there were costs involved for new libraries to join the current cooperative. Cab explained that new libraries may incur costs relative to updating their software, or other things relative to standardizing to the cooperative. Cab said he'd like to see goals developed and asked the Board to provide input. Cathy asked if the SNHL member libraries have strategic plans in place. Cab will ask.

Director's Report

Jill Senter, the Conservation Committee, and about 80 fifth graders from Pollard came to plant two trees. Cab suggested a thank you note be sent. At the event the idea of a library tour came up. Discussion began about reinstating library card days for elementary school kids so they can come as a class and sign up for a card. Luann suggested taking a laptop to the school and registering kids on site.

The final grant was submitted to the NH Humanities group regarding the Vietnam project.

Cab has gathered a few quotes for digitizing the town reports. Raven has completed the inventory and along with Jim, they know what is still missing. Jim wants to make sure that the town follows the protocols UNH uses so that the data is compatible with their site. Jim shared that he knows some vital record books have been digitized by Mary Ellen Moulton, through about 1900, and it is already online.

Regarding book storage in the room, Cab said that some older books have already been removed. There was discussion about several individual titles and how books have been chosen to be discarded. Cathy would like to know more about this and suggested hiring a professional to review books for their value before discarding. Cathy asked if an intern would be interested in this kind of project.

Cab is still working with Kimi Nichols about policies.

Old Business

HVAC-- Cab is waiting to schedule a site visit with Johnson Controls.

CSA--Community Supported Agriculture. Cab shared a proposal to be a pick-up area for CSA shares. There was general approval of the idea.

Strategic Plan Meeting--To be rescheduled at a later meeting.

New Business

Brianna visited to share plans about the volunteer recognition ice cream social on May 19 at 2pm.

Jim and Cab are taking a trip to Maine tonight to see the mural being painted by John LeCours.

Adjournment at 12:23.

Next Meeting: June 14 at 10:30am.

Respectfully Submitted,

Melissa Theberge
Minute Taker