

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
December 12, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 12, 2017.

Present: Catherine Willis, Chair
Jane Query, Treasurer
James Peck, Vice Chair
Jennifer Kiarsis, Secretary
Rosemarie Bayek
Michelle Sykes, Friends of the Library, 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 10:37am.

Secretary's Report

Motion to approve the minutes from the regular meeting on November 14, 2017 was made by Jenn Kiarsis, seconded by Jim Peck. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve the minutes from the non-public meeting on November 14, 2017 was made by Jim Peck, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

- Jim, as Financial Analyst, shared some highlights from the report. He said that even though the budget is close for the year, they should still come up a little below budget, but not by much. There are planned expenses that can bridge the gap, including IT upgrades and repairs to doors in the Nelson Room.
- To approve end of year expenditures the Board agreed to meet on December 29 at 10:30am to finalize any decisions to encumber funds.
- Jim shared updates on the special funds. Tom Cullen's funds will almost certainly be spend on children's services projects. Cab mentioned a Lego related purchase.
- The encumbered funds from last year are being spent down, primarily on the fire protection engineer.
- Jim is helping Jane deal with a .13 interest amount that needs to be transferred to another account. It was accrued during an overlap of time while closing an account.
- Jenn is going to write a couple of thank you notes relative to donated funds.

Motion to accept the Financial Report made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Cathy reported that the Board of Selectmen approved the library-related warrant article but they need a formal vote on the final version of the CIP and budget information.

Motion to approve the CIP as written and as presented to the Board of Selectmen on December 11, 2017 was made by Jim Peck, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

None.

Friends of the Library

As of last week, the yoga program has earned over \$1600 and the Vendor Fair has earned over \$1600 so far with more to be finalized with raffles.

Southern NH Library Cooperative

Nothing new to report. Cathy noted that the website does not list the cooperative link to other libraries.

Building Project Update

Cab reported that the LED replacement is underway. There have been some complications with installation due to unforeseen glitches. This project will utilize capital reserve funds which will require formal approval at a future meeting.

Action List Updates

Next meeting.

Director's Report

Cab shared an update on the sprinkler system bids. There is an exorbitant increase in one of the bids over what was anticipated. Cab will talk with the engineer to scale back the scope of the project and prioritize repairs. Cab will know more when the second bid comes in.

Cab reported the terribly sad news of Maryann Sullivan's passing.

Old Business

Strategic Plan Adoption--Today the committee convened shortly to recommend the strategic plan document be adopted and then the Board will vote too. Cab explained that a monthly update at the Board meetings is part of the plan.

New Business

- *Health Insurance Update*--Cab explained that they are looking at a less expensive, higher deductible plan, combined with a possible health reimbursement account. He would like to fund

the plan to a certain level so that there is minimal shift in the cost to staff. It is possible to transition to this plan in April but 60-day notice must be provided.

- *Hiring of New Employees*-- Cab said that he would like to hire two applicants for part-time temporary 60-day work.

Motion to allow Cab to approach the two proposed candidates on a temporary basis at \$13.00-\$13.50 per hour, each for 15 hours per week, was made by Rosemarie Bayek, seconded by Jane Query. Motion approved: Ayes 4, Opposed 1, Abstentions 0.

Strategic Plan Committee Members joined the meeting to formally approve the Strategic Plan Document.

Motion...

The Board of Trustees followed up with a motion...

Adjournment at 12:00pm.

Respectfully submitted,

Melissa Theberge, Minute Taker