

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
August 21, 2018

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, August 21, 2018.

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

Not Present: Rosemarie Bayek

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

Call to Order

Jim called the meeting to order at 10:29am.

Secretary's Report

Motion to approve the regular meeting minutes of July 10, 2018 was made by Cathy Willis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis). 4-0-1

Motion to approve the minutes from a special meeting held on May 15, 2018 made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Query, Sykes).

Motion to approve the minutes from a special meeting held on August 7, 2018 was made by Cathy Willis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim, as Financial Analyst, reviewed the summary monthly report. Facilities continues to run over budget. Jim asked which funds should cover the new keypad. Discussion resulted in a decision to cover it with regular funds for now. Cab suggested moving the Canon copier rental to another line because there is a \$1700 amount that is coming out of an unusual line item at this point. Jim pointed out that overall things are running under-budget so it should work out. Health is running under-budget due to plan choices. Passports are now broken out to show cost of postage separately from the revenue they bring in. Next month, Jim will be sure to show the funds that offset the Programming overage. Cab purchased two refurbished computers. The LED savings is continuing to grow, which will show overall savings in the long run, estimated to be about 3 years. He will plan a re-visit to the Board of Selectmen to update them on this topic. While kilowatt hours are dropping as expected, the gas usage is still as it always was. Passport total income for the year should be over \$9000. Cab needs to calculate an estimate of staff time/cost for work done on this. Cathy asked about the bricks cost in the "Other" line. Jim said it's listed there because it needs to be reimbursed by the fund that has the revenue (Ground Enhancement) and should be zeroed out by next month.

Jim reviewed the Funds Report, noting that nothing is new this month.

Motion to approve the Financial report for August 2018 was made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

None

Friends of the Library

Next meeting is coming up on August 28.

Southern NH Library Cooperative

The Catalogers met to fine tune how to clean up records. Cab offered them an overview of how to work with records. Directors are meeting this week to discuss cleaning up records as well as the Overdue Policy, especially how to follow up with patrons and when (at 2 weeks overdue? 4 weeks?). They have also discussed a bi-annual Fines Amnesty for people who have fines that are at the level where they can no longer borrow materials. Cab is investigating other approaches including a fines-free approach except for lost/damaged materials. He would like to see at least a Fines Forgiveness program this September regardless of a co-op decision in the long term. The Board agreed informally to the September plan.

Building Project Updates:

- Fire Suppression --Nitrogen generator is on order. Other related projects are on track, and about 80% of it is paid at this point. These upgrades overall should have a lifespan of 80 years.
- Nelson Room A/V Upgrade—This is scheduled to start and be done tomorrow, August 22.
- Countertop Replacement—The staff has chosen a sample they like. This will probably be done in the next few weeks. Cab will share a photo. Cathy asked about the floor level of the countertop where it may be worn but it would have to be entirely refinished. Cab will look into it.
- Nelson Room Comfy Chair—There is a sample to see. Cab just wants to ensure the glides are workable on the carpeting before committing. A fabric choice is yet to be made.
- Children's Furniture Upgrades—Jen will be back from vacation soon and that can be finalized. Michelle chimed in with Friends support.

Action List Update

- Health Care plans—Cab has spoken with 2 consultants/brokers but there doesn't seem to be a good match. He is continuing work on this. Cathy will check with the town employees about their satisfaction level with the town plan.
- Library Sign—Jim is planning to show the town Planning Board who will likely send it on to Zoning but needs to start somewhere. He is considering September.
- Memorial Donation Info—Jim says it's still in progress.
- Active shooter training—Cab says it's still in progress.
- Trustee Goals: Jim, Cathy, Megan, no updates this summer.
 - Scholarship update: Rose is away but Melissa shared that the pair met and that Rose will be contacting the school. Rose's priorities are to award both a girl and a boy from town.
- Cab suggested soliciting monies for a scholarship.
- Copper plate insurance—Cab has asked Primex and it's not an option.
- Meeting Room policy—Tabled
- Carter Contract finalized—This is complete.
- Update letter to Brick Donors—Donors were invited to the ceremony so this is complete.
- Cut the Cord—Program is booked.

- Vision for landscaping—Jim will discuss later in meeting.

Director's Report

- Compressors were installed last week and are working fine. HVAC discussion: Cab will make some additional contacts to see what can be done to make improvements. Cab will also contact insurance about compressor coverage.
- Meeting room door being left open is a concern. Groups have been asked to keep it closed. Cab will follow up with relevant group leaders.
- Key pad has been installed but they are still working on making it work correctly with timing and activation along with the security system. There was discussion about codes for Trustees and how it would all work. This is still in progress.
- Eagle Scout candidate Tyler Paquin is working on a “Story Walk” project that would be permanent on the outdoor property. Cab will get a map and a plan for the design.
- Museum Pass Reimbursement program trial is wrapping up. It has cost about \$300 and has averaged about 4 uses per month, which would likely be more costly than the pass itself but during summer when the passes are unavailable it might be a great service to offer. There might be some lower-use passes that would be worth transitioning to a reimbursement program.

Strategic Plan Report

Tabling until next month.

Old Business

After-Hours usage update—Policy is pretty much set but won't be in effect until the keypad is in place. Should revisit this topic in September.

New Business

- Library Handbook—Cab offered to print copies for those who need one. Jenn said the recent email she shared highlights the major changes. She says there are 3-4 sections left to do but may not be done by the September meeting. Everyone is being asked to read the current draft for discussion next month.
- 2019 Budget & CIP--Cab has some discussions planned to make sure CIP items are finalized enough to allow for budgeting numbers to be considered. Jim and Cab will look at having an initial budget draft next month, aiming for the 3% increase. Jim wants to be sure they are showing the LED savings. There was also discussion about impact fees and how that could play in to the future as well as discussion about an emergency type of fund for building related repairs going forward.
- Vision for Library Grounds—Jim presented a hand-drawn draft of a landscaping plan in companion with an original landscape design map from several years ago. The library property is 4.88 acres with a town valuation of \$2.7 million for both land and building. In the original vision the two back wings could expand into the back, and the Children's area could expand out to the side. The primary area Jim wants to look at is across the driveway nearer to the road. The sign would move out closer to the road, and he would like to take down trees except for a few nice ones so that the library can be seen. Jim has gotten some quotes for this work, using library funds for grounds or special projects. Regarding the wet ground area, Jim said a landscaper he spoke with says it is workable. Some fill would be required to develop the walkway. It would include benches, a possible fountain, and statues. Regardless of town approval for a sign, the current one does need replacement and soon. Cathy asked about cost of the project Jim

outlined. Cab thinks it would be a great fundraising project and mentioned contact with the Conservation group in town. Jim also has an additional idea for the area between wings for something for the Historical Society. In response to Jim's vision presentation, the Board is interested in removing trees as a first step but this requires a landscaping plan for the roadside. Suggestions included gravel or pavers.

Director's Evaluation

Motion to enter non-public session under RSA 91-A:3 II (a) was made by Jenn Kiarsis, seconded by Jane Query at 12:43pm.

Roll Call to enter Non-Public Session:

Jenn Kiarsis YES
Jane Query YES
Cathy Willis YES
Jim Peck YES
Michelle Sykes YES

Non-Public session concluded at 1:10pm.

Motion made to seal the minutes was made by Michelle Sykes, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Roll Call to Seal the Minutes:

Jenn Kiarsis YES
Jane Query YES
Cathy Willis YES
Jim Peck YES
Michelle Sykes YES

Adjourned at 1:12 pm.

Next Meeting: September 11, 2018 at 10:30am

Respectfully submitted,

Melissa Theberge