

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**November 13, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 13, 2018.

Present: Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Megan Lee, Alternate (voting today in place of James Peck)

Not Present: James Peck, Chair  
Jane Query, Treasurer  
Michelle Sykes, Friends of the Library, Alternate

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

**Call to Order**

Cathy led the meeting in Jim's absence and called the meeting to order at 10:35am.

**Secretary's Report**

Motion to approve the regular meeting minutes of October 9, 2018 was made by Jenn Kiarsis, seconded by Megan Lee. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Treasurer's Report**

Cab reviewed some highlights in Jim and Jane's absence. He provided a bit of context for the balance sheet with a graph showing the library-held funds and how they have grown over the past 11 years or so. The Friends' programming as well as the Passport program are certainly going to support continued growth. He also reviewed the Profit & Loss spreadsheet, which shows an overage on the Facility line. He indicated this was partly due to HVAC, but also expenditures on the Nelson Room keypad and other small repairs. He said another HVAC person (from Haverhill) is coming in to look at the system and see what he can offer in terms of input. Cab would like to consider reworking contracts for some of the companies servicing the library, with financial penalty for not doing what has been promised. Continuing with the report, Cab noted that many other lines are on budget. He said the Hoopla service is a trial and that it can be looked at again for next year. Postage discussion focused on how the Passport income is calculated when taking postage costs into consideration. Tech services is over budget due to new computer purchases. Utilities is under-budget but Gas is running high and the library has been placed in a higher "bracket" due to usage numbers, which increases cost. At the bottom line, there is an overage of about \$3000 for the year, which needs to be monitored in the remaining 6 weeks of the year.

Motion to accept the Financial Report as presented by Cab (in place of Jane), was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Correspondence & Communication**

None

**Friends of the Library Report**

Vendor Fair is this coming Saturday.

**Southern NH Library Cooperative Report**

Cab said the Sandown Library is interested in pursuing the One Book event again. The theme is Racial Diversity. Target event date will be March/April and will include just the libraries within the cooperative.

### **Building Projects Update**

- *Fire Suppression:* The town was due to pay the final check and work is essentially complete. The project engineer recommended the new nitrogen generator be tied into the alarm system but it seems difficult to get someone to do the work. The generator has been running a lot—the reason may be a leak. Cab has a call in to Carter to investigate.
- *Countertop Replacement:* They are complete and look great.
- *Nelson Room Comfy Chairs:* These have been ordered.
- *Children's Furniture Upgrades:* Proposal is complete, for a total of \$8000. Funding will come from some of the Memorial Funds, Jen's fundraising efforts, and other avenues, with the net out of pocket for the library at about \$2000.

### **Action List Update**

- Employee Handbook—needs to be reviewed and voted on.
- Health Insurance proposal—to be discussed today.
- Signage—Jim was advised to write an ordinance for the town. Next steps are to talk to Atkinson and see what they did with a "Municipal Exemption".
- Trees – Jim is working on tree removal proposals and a stone wall. Cathy will provide him a name for natural stone wall work.
- Senior Programming—Cathy is still working on this.
- Scholarship program—Rosemarie went to the high school and signed an agreement with the school for a scholarship but all data can be edited. Parameters include: Plaistow resident for at least 2 years and financial need. Rose will ask the school a few follow-up questions, such as how to handle funding, and what the deadlines are.
- Active Shooter Training—Cab is working on this.
- Building Maintenance List—This is complete and organized by daily, weekly, monthly, etc. Copies have been distributed and now Cab is working to determine who does the work.
- Seal-Coating Estimate—Two quotes are in, both in the same price range. Warrant Article dollar amount was cut by the town, but Cab is hoping the estimates will come in range of funds. Cab will bring updates to the next meeting for approval.
- Fine Arts Insurance—Lori Sadewicz assured Cab this is covered and he is awaiting copies of relevant paperwork. Cathy still plans to call Whittier.
- Strategic Plan delegation—Cab has given some tasks to Sherry including a Welcome Wagon event. Event will focus on new residents and introduce them to the library and services. Due to happen on February 9.

### **Director's Report**

- Cab is planning training on the defibrillator equipment. Cathy suggested posting a sign with basic steps.
- Charter Trust handles investments for towns and libraries, and Cab has considered working with them for our library funds. He would like to review investment policy to make the most of the funds. A representative would be willing to come in and share options with the library and explain risk/reward dynamics. Cab will reach out and see about having him. Cathy also suggested talking to Jill.
- Energy Committee—The town has an energy audit specialist coming November 27 who will come to the library as well. The town is paying for this audit. Cab also talked to Unital

about efficiency to get back to the lower classification and they offered an energy audit related to the boiler. They have completed their visit and a report is due in shortly. Cab would also like to consider fans for the atrium to push warm air back down. Another option would be the canister style ceiling fans that push air back down.

- Cab has a quote from Jeff Rousseau for chair rails for \$600 for the two bigger rooms. This will be a good future project to consider in January.
- Cab has revamped the checkout slips to include cost of books being checked out.

### **Old Business**

Library Employee Handbook: Cab reported some updates regarding Primex's review. They offered good suggestions to incorporate still in particular sections (H, I, J, & K). One big change is the "Opt out" of insurance policy plan and the costs relative to different plans. The document has been edited for the library to retain 40% of the savings and pass on 60% to the employee. This would all be effective January 1, 2019. The other big change is the "Earned Time" policy which applies only to part-time employees which would be a simple pro-rated formula. Will vote on this in December.

### **New Business**

Health Plan Proposal: Cab had distributed the document for review. The main change is to drop the medium deductible plan and switch to a high deductible plan that Cab would switch to first as a trial, and then have an administrator manage the FSA and the details of the health reimbursement account. By mid-December employees need to choose plans and paperwork needs to be settled for new year. Cab may need to have a brief extra meeting to get things approved in time. Cab needs to finalize contracts and choose a third party administrator. The Board informally agreed Cab can sign the contract if he is happy with it.

Next Meeting: Tuesday, December 11, 2018 at 10:30am.

Adjournment: 12:57pm.

Respectfully submitted,

Melissa Theberge  
Minute Taker