

Plaistow Public Library – Board of Trustees Meeting

Monday, July 08, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:35 PM by Catherine Willis, Chair.

Item One: Welcome and Call to Order

Present was: Catherine Willis, Chair
Kathleen Vavra, Assistant Chair
LuAnn Blair, Secretary
Jim Peck, Treasurer
Jennifer Kiarsis (arrived at 6:45pm)
Jane Query, Alternate

Also present: Laurie Pagnottaro, Minute Taker and Laurie Houlihan, Interim Director

Secretary's Report:

Minutes of May 28, 2013:

C. Willis noted that the following changes needed to be made:

- Change year to 2013
- Correct spellings of J. Peck & C. Willis

L. Blair will make the changes.

★ J. Peck motioned to approve the minutes as amended, second by K. Vavra.

★ There was no discussion on the motion and the vote was 4-0-1, L. Blair abstained.

Minutes of June 10, 2013:

J. Kiarsis noted that the spelling of D. Arrato Gavrish's name needed to be corrected.

L. Pagnottaro will make the correction.

★ C. Willis motioned to accept the minutes as amended, second by J. Kiarsis.

★ There was no discussion on the motion and the vote was 4-0-1, J. Peck abstained.

Non-Public Minutes of June 10, 2013:

★ K. Vavra motioned to accept the minutes, second by J. Kiarsis.

★ There was no discussion on the motion and the vote was 4-0-1, J. Peck abstained.

C. Willis clarified what the secretaries duties are in addition to being the back-up minute taker:

- To put draft and approved minutes into the book
- Make sure an electronic copy is put on the website (give to Rand).

The Board discussed if there was any way to know how many hits the minutes and other individual pages on the web-site receive.

L. Houlihan will look into the contract to find out if they can, if it can be done, and if not and what the cost would be.

J. Query gave the Board a chart from the NHLTA which showed the responsibilities of the Trustees and the Director. The Board reviewed it and will keep it for further reference.

C. Willis informed the Board of an up-coming Webinar on July 19 put on by LGC regarding the Right to Know laws and meeting minutes. It is free and is one hour long. She suggested the members and minute taker sign up for it. **She will send the link out to the Board.**

Treasurer's Report:

C. Willis explained that the budget looks good. It is still early in the year and she is not concerned with any lines. **She asked the Board to review the budget as it will need to be completed for next month.** She added that if they do not hire a director soon they may want to consider hiring for the 20 hour position. The Board had a brief discussion regarding the recent interviews for director.

★K. Vavra motioned to accept the Treasurer's Report, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 4-0-1, C. Willis abstained.

Correspondence and Communications:

C. Willis received a letter from Kevin Flannigan from the Heath Trust. He is back with the Health Trust and will be a good resource for environmental issues. He wants to do programs for the staff.

C. Willis explained that due to Obama Care she received two notices. Businesses with more than 50 employees must offer health insurance to full time people; the federal definition of part time is 30 hours or less. She added that they must be cognisant of this from now on. The other notice stated that health insurance can no longer be denied to a full time person in the probationary period, after 60 days they must be on benefits. **C. Willis will look into this further to make sure the Library is doing their probationary period correctly.**

Director's Report:

L. Houlihan explained that she started working a week ago today and since then has had a group staff meeting as well as met with every staff member individually to see what they were doing and how she can help them during this transition time. She reviewed this information with the Board noting that the staff is doing well and seems relaxed. She added that her e-mail is in the process of being straightened out; there were three of them for the director and it should be only one. She also told the Board she will be going away for the next week and that Anita has everything under control until she returns next Monday. She met with Jason (in technology) and he will get together a plan with a list of priorities for the next budget year for the Board to review. She noted that a standalone computer "AWE" was purchased with the previous director's approval. She feels it will be a good addition to the children's room and should be up and running within the week.

The Board discussed the minimum age a volunteer can be. There is a thirteen year old interested in volunteering. The Board was ok with it.

L. Houlihan explained that Nancy would like to change the Cassie time limit on the computers in the children's room to 1 ½ hour instead of four hours; if there is no demand they can go back on. The Board

discussed this and agreed that it was reasonable to do the 1 ½ with the option to go back on if there is no demand. They also discussed whether parents should be present with children when they are on the computers. It was decided that if Nancy feels that it is becoming a problem the Board can discuss it later and possibly come up with a policy.

L. Houlihan explained that the two i-Pads will be checked out at the front desk for one hour increments; they will remain in the library. They are currently just for the children's use and Nancy will put education apps on them.

The Board discussed the third i-Pad. L. Houlihan explained that no one is currently using it. The Board discussed it further and decided that it can be used for the adults.

L. Houlihan explained that the Library received a call from Town Hall asking if they wished to be a cooling center again this year. She was not in that day but the staff said yes. She asked the Board who pays for the additional staff for the cooling center.

C. Willis expressed concern over the procedure for the cooling center. **She will make some calls to Officer Bill Baldwin and the Town Manager, S. Fitzgerald and look further into it and get the criteria for a cooling center.** She added that they need staffing and it should not come out of the libraries budget. She also feels they should supply more than water. Last year it did not go beyond the libraries regular hours but she feels to be a real cooling center they should extend the hours beyond the regular hours.

K. Vavra asked about the request for the grant for a generator.

C. Willis explained she has heard nothing recent about the generator but she hears they are still waiting for the generator for Town Hall for the elevator. If they receive a new generator then the old one will come to the library.

L. Houlihan explained what currently happens for the cooling center:

- They change the outdoor sign
- Announce it on the web-site, face book, and the Town website
- They contact Dean for PAC.

She has instructed the staff to focus on what they have now, the regular hours and air conditioning.

C. Willis explained to stay open late they will need at least two staff members and the police will drive by more frequently. She feels they should also focus on a warming center but will need the generator first. This will be discussed at a later time when they have more information.

L. Houlihan explained that a woman named Sharron currently works for the library from the National Able Network; they hire seniors. She received a call from the organization asking if the library wishes to renew the contract for the coming year. She is not sure when the contract is up and feels the Board may not be able to make a decision tonight.

C. Willis added that the Network pays Sharron and pays her benefits.

L. Houlihan stated that she works Tuesday and Thursday from 3:30 to 7:30 (8 hours) and she is used in the children's room a lot for cutting. She added that Nancy only has four hours a week for her. She suggested that the Board re-sign the contract for the upcoming year and decide later with the new director for the following year.

The Board discussed this issue and decided that they will re-new; they can have her shelf read for some of the hours.

Old Business:

Trustee File Cabinet Contents:

C. Willis explained that in addition to the sealed Minutes she feels the employee evaluations and the director's personnel file should also be kept in the cabinet. The Board agreed. The file will need to be divided. She added that the old directors file was also placed in the Trustee cabinet.

Legal Cases:

The Board discussed where the complete legal case file is and if they received it from D. Hoadley. C. Willis has the personnel folder. **They will recreate the file as most is electronic and put it in the Trustee cabinet.**

Friends Liaison:

The Board discussed and decided that L. Blair will be the Liaison as she knows many of the members and can possibly help to keep the group together. She will decide later after she has been to a few meetings if she will need K. Vavra or J. Query for back-up. L. Blair feels it would be good PR to have them. C. Willis feels it will be important for the Board to help them with recruitment; they can discuss new ideas for this at a later time.

New Business:

Budget Preparation:

C. Willis explained that J. Peck will go before the budget committee and that they generally are the first group to go in September.

C. Willis and J. Peck will work on a draft budget together and C. Willis will e-mail out a copy for the Board to review before the next meeting. She asked the Board to come prepared to make any suggestions/changes at the next meeting. She added that it is too late this year for the CIP, but they will need to think about the building for next year when they do the CIP.

Pro Controls:

C. Willis explained that the Pro Controls contract has expired for the year. She added that they were thinking of getting someone else who she contacted but has not heard back from.

J. Query suggested installing ceiling fans in the library.

C. Willis explained that they discussed it before and it would interfere with the HVAC system.

L. Houlihan does not feel she can review the contract in time to renew.

The Board discussed the issue. It was noted that it expired May 30 and would cost \$3,000 for the year.

J. Kiarsis asked to take the whole file to review and sort out.

J. Peck noted that on the budget line a payment of \$787.50 was already paid for the first quarter.

After further discussion the Board decided to pay the second quarterly bill for \$787.50 and sign the renewal. They will ask Pro Controls for an updated copy of the contract. C. Willis signed the renewal. They will discuss later in the year when they have the new contract to decide if they wish to continue with this company next year or negotiate for other things. She also suggested having a representative from the company come in to discuss the contract.

Janitor Position:

Moved to non-public

Non-Public Session:

C. Willis motioned to enter non-public session under RSA 91-A:3(II)a, Personnel and & RSA 91-A:3(II)c, Matters of Reputation, second by J. Kiarsis.

Roll Call Vote: 5-0-0 U/A

C. Willis – yes

K. Vavra – yes

J. Peck – yes

L. Blair – yes

J. Kiarsis - yes

Also present was Alternate; J. Query, Interim Director; L. Houlihan, and L. Pagnottaro, Minute Taker.

★C. Willis motioned to leave non-public, second by K. Vavra.

Roll Call Vote: 5-0-0 U/A

C. Willis – yes

K. Vavra – yes

J. Peck – yes

L. Blair – yes

J. Kiarsis - yes

Public Session:

The next regular meeting will be August 19, 2013 @ 6:30pm.

There was no further business before the Board and the meeting was adjourned at 9:15 PM.

These minutes recorded by _____

Laurie Pagnottaro, Minute Taker