

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 12, 2013**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 12, 2013.

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jennifer Kiarsis, Secretary/Temporary  
Kathleen Vavra  
Jane Query, Alternate

Not Present: Luann Blair

Others Present: Cab Vinton, Library Director

Call to Order

Catherine Willis called the regular meeting of the Board to order at 6:37 pm.

Friends of the Library Report

Cab Vinton attended the last Friends meeting, and the Vendor Fair was top priority. Signs have been placed around Plaistow advertising the event. They have 17 vendors signed up, many of them new to the Fair. The Trustees were asked if anyone could help out.

Action items: Cab – will check with Lara to make sure that Carriage Towne News was notified; it is on the website; Facebook page.

The Dollhouse is now on display at the Library. Cab Vinton purchased a Lazy Susan to better display it. The raffle ends on December 16<sup>th</sup>. There was discussion about making the drawing of the winner an “event”. A Tea Party theme with other prizes for those little girls attending was suggested.

Secretary’s Report

Changes to Secretary’s Report of October 15, 2013: Page 1, paragraph 1, regular meeting was held on “Tuesday” not “Monday” . Motion was made by Kate Vavra to accept the minutes of October 15, with changes; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Jennifer Kiarsis).

Treasurer’s Report

Jim Peck presented the Treasurer’s Report. The Library is under budget due to circumstances during the past year. There are a few areas over budget; Technical Services; Landscaping; Materials.

There was discussion regarding bank interest on the Memorial Funds. The Prudent Investor Act restricts where the Library can invest the memorial funds. Jim Peck will contact TD Bank to see if he can leverage an increase in the percentage on the money market account.

Action Item: Cathy will review the individual funds with Jim to explain the specific requests of the donors.

Motion was made by Jennifer Kiarsis to accept the Treasurer's Report; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstention 1 (James Peck).

Director's Report (See attached sheet)

Cab met with Dean Zanello from the Cable Committee. Dean once again has offered to give the Library an AV update proposal and move forward with the suggestions he made shortly after Candidates Night 2013. Dean has great ideas for the Library, but may need a tickle to get the proposal complete, get it to the Trustees for review, and put the proposal into action.

Adam Swift from the ~~Eagle Tribune~~ Manchester Union Leader wrote an article about the new ("Illustrious") Library Director, with picture and all!

Building:

The carpets in the Library have been cleaned.

Royal Plumbing has installed a commercial grade toilet in the Men's handicapped stall. Since the installation there have been no more issues.

The Library is still without a permanent janitor, and it is becoming a problem. Cab asked that the Board contact Sean to impress upon him that it is important that the Library have a person dedicated to working at the Library.

Action Item: Cathy Willis will contact Sean.

Cab contacted Century Copier regarding the photocopier machine, and they advised it would cost \$1800 - \$2000 to replace it. Cab wasn't sure on the copy count (1200 or 12,000 per year), but Century was proposing a replacement machine for the Library that could handle 65,000 a month. This is clearly far and above the needs of the library, and Cab will be looking for a different vendor. It was suggested that a copier for the needs of the Library could be purchased at Staples, and that might be the route taken.

Action Item: Cab will continue to look for a suitable copier to replace the broken one.

The HVAC system Operations and Maintenance manuals cannot be found. Everyone that had anything to do with the planning, installing, and maintenance of the system has been asked, and no one seems to have the documentation. Cab and Laurie Houlihan have scoured the Library looking for these documents with no luck.

The Library continues to have HVAC issues, specifically the heat on when it is warm outside.

Trane (the manufacturer of the system) will be at the Library Friday, November 15, to look at the building and the system. They will be looking at the age of the system, review the issues that have been occurring. Hopefully they will have some viable recommendations.

Pro Controls is supposed to complete Fall maintenance according to the contract, which has not yet happened, nor have they contacted Cab to schedule. Cab would very much like to change vendors for the HVAC system, but it is a question of a vendor that can work on the Library system.

Jim Peck will have his HVAC contact get in touch with Cab for the purpose of obtaining a second opinion regarding the system.

Motion Light Detectors for the front of the building will be assessed by Dave Bowles and Ken Ray (the Town electrical vendor). It was mentioned that the parking lot was ~~quite~~ quite dark when we exited the building after last meeting. The light poles are on timers and it was suggested that the times for turning them off should be changed.

Action Item: Cab will investigate changing the turn off times for the outside light poles in the parking lot.

Jeff Russo, the carpenter who will be doing outside work on the Library, has notified the Library that he will be delayed for a couple of weeks.

#### Staff:

Lara Croft is beginning a new position with the Library. Her job description is being finalized by Cab. Because she is now in a new position entitled "Programming and Publicity / ILL Librarian" the Board is required to vote on this change.

Motion was made by Jennifer Kiarsis to appoint Lara Croft in the position of Programming and Publicity/ILL Librarian, seconded by Catherine Willis. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Lara will now enter a probationary period of six months. She will be reviewed at the end of this period and her performance in her new position evaluated.

Action Item: Cab will be fine tuning Lara's job description.

New pages are working out very well. Having the third page as an alternate has already paid off a number of times.

The cataloger and front desk positions were discussed. Two candidates were interviewed for the cataloger position; Raven Gregg and Mary Ann Kearns. Cab's recommendation is to offer the front desk position to Raven, and Mary Ann Kearns be offered the cataloger position. He is very impressed with Mary Ann's resume of skills and feels that she can bring a lot to the Library. Keeping Raven in the front desk position will open opportunities for both at a later date. At some point, Cab may use Mary Ann in other capacities than cataloger, and since Raven enjoys the cataloger position, Cab may give that task back to Raven.

The number of hours between these two positions needs to be allocated by Cab, which is rather fluid at the moment. As soon as he determines the number of hours for each position, the Board will vote on accepting these candidates provided they accept the offers.

Cara Marsh has been working additional hours since the departure of the last Director as coverage was needed at the library. A temporary change of position form should have been completed for Cara stating that the additional hours would not change the position for which she was hired, which was a 10 hour position.

Action Item: Cab to follow up with Lara to verify that this temporary change of position form was completed for Cara and that she signed it. Cathy to contact Department of Labor regarding this situation.

Personnel attended several professional development conferences in October (itemized in the Director's report following these minutes). The information learned during these conferences has not yet been digested, but will enhance the offerings of the Library when incorporated.

#### Technology:

There have been issues with CASSIE software, which is being investigated by both Jason (our IT vendor) and Cab.

The Library has purchased a cloud-based backup service (Carbonite). In addition, a portable hard drive has also been purchased to free up space on the server.

"LearnIT", a subscription for learning various software programs, was purchased for the staff. It is in video form and user friendly. Cab is confident that this will assist staff in upgrading their IT skills.

Cab is still working on the statistics reports. He feels the information coming from KOHA is not accurate for our individual Library. Rather than prepare an inaccurate report for the Board, he would prefer to work on getting the figures correct and making certain that the numbers being reported are not "cooperative" based.

Other:

Incident last Friday involving a teen was handled appropriately by the staff.

Dates and times for Holiday Party were discussed. Cab took a poll of the Trustees to get a feel for when most were available. Chinese food for the event was a suggestion.

Action Item: Cab will let the Board know what the final date and time will be for the event.

Old Business

A staff Holiday gift was discussed. Cab suggested a fleece vest with the Library logo on it for the staff. It was a difficult year, and the Board agreed that this would be a nice appreciative gift for the staff for their extra efforts.

Closing the Library early on Thanksgiving was discussed. Motion was made by Cathy Willis to close the Library at 3:00 p.m. on the Wednesday before the Thanksgiving Holiday, and the closing of the Library for the Friday and Saturday following Thanksgiving, seconded by Jim Peck. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

New Business

Cathy Willis handed out the Performance Evaluation form that was used last year. It is a number scaled form, with space for comments. It was agreed that this form would be used for the six month evaluation of the new Director. This evaluation must be finished by February. It was suggested by Cathy that the Board review the form and begin to complete it so that the information could begin to be compiled at the January meeting.

Luann Blair will not be attending Trustee meeting for the next few months due to surgery. Jane Query will be having surgery sometime in December, but assured the Board that it should not affect her attendance. Jennifer Kiarsis will not be attending meetings in February and March as she will be in Florida. If Laurie P has not returned by that time, it may be necessary to hire a minute taker for those two months, or one of the Trustees could assume that role.

A book blog, created by a relative of the Board of Selectmen and patron, was offered to Cab. He will further investigate the blog and determine if it is something that would be beneficial to the Library.

Action Item: Cab to follow up with patron to get more information on the blog.

Candidates Night for 2014 was discussed, and determined that the date will be the last week of February. The Board believed that Candidates Night was usually held on Tuesday or Wednesday, but that will be confirmed from the flyer from last year.

Action Item: Jenn to update flyers (one for candidates for town hall; one for public posting) for 2014 and send electronically to Cathy.

Several policies and changes were discussed by the Board:

Health Benefits: To be clarified as to eligibility.

Motion made by Jim Peck to clarify the existing Health and Dental Insurance Policy, seconded by Jane Query. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

The most recent Mission Statement should be in all Library documentation, including the handbook, as well as the website. Cab will determine where the Mission Statement would be appropriate on the website. The Board voted on and accepted the Mission Statement in 2012.

The following policies will be reviewed by the Board in future meetings: Media, Meeting Room, and Earned Time.

Cab suggested changes to the Employment Definitions Policy. He suggested adding a class of employee to better describe the level of employees within the Library. He also suggested substituting the word "Supervisor" in place of Director throughout the Handbook.

Motion was made by Jim Peck to edit Employment Definitions as recommended with the addition of a Substitute Class of employee, which would be an employee working less than 450 hours a year on an irregular basis, and including the word "Supervisor" when referencing the Library Director throughout the Handbook, seconded by Jane Query. Motion carried. Ayes 5; Opposed 0; Abstentions 0.

#### Adjournment

Motion to adjourn made at 9:56 p.m. by Jennifer Kiarsis.

Next regularly scheduled meeting will be held on Tuesday, December 9, 2013.

Respectfully Submitted

Jennifer Kiarsis  
Recording Secretary - Temporary

Director's Report follows

# Plaistow Public Library Director's Report

November 18, 2013

## Outreach/ Meetings

Meeting with Dean Zanello about partnering to upgrade the A/V equipment in the Nelson Room. Interview and article with the Union Leader (Nov 4).

## Friends

Vendor Fair on November 16. Dollhouse raffle on Dec. 16 - dollhouse delivered & very fine indeed.

## Building

1./ Carpets have been cleaned (Stanley Steemer).

2./ Commercial grade toilet has been installed in main men's bathroom; no further clogging issues.

3./ Town is dragging its feet on hiring a new custodian; one of the two part-time maintenance employees has submitted his resignation.

4./ The malfunctioning photocopier has only 1,200 copies on it over the past year. The photocopiers recommended by vendors are rated for **65,000 copies per month**. Recommend buying a commercial grade printer instead. These are cheaper than the service contract alone would be for a photocopier.

5./ The Operations & Maintenance manuals for the building are missing. Without these, we lack a full picture of what our capital equipment is.

6./ Dave Bowles and Ken Ray from the Town coming this week to look into motion-sensitive lighting for the front of the building; the big pole lights are not suited for this application.

7./ Heating issues continue - settings in the control module were off and were fixed by me with Richard Olson's help over the phone. HVAC maintenance has not happened yet and is most likely overdue.

8./ Jeff Rousseau has been very busy; he's hoping to begin work on the columns in the next couple of weeks.

## Staffing/ New Hires

1./ Lara Croft has begun work as the Library's new Programming and Publicity/ ILL Librarian; Board approval is needed for changes in job assignments.

2./ Brooke Vigliotta and Bryce Whittaker have both started as Library Pages; both are excellent and Bryce has already been scheduled a number of times as a substitute.

3./ Mary Ann Kearns is recommended for the cataloger position; she and substitute librarian Raven Gregg were interviewed for the position. Raven is recommended for the 20-hr week front desk position. The latter has not been advertised, but per the Recruitment Policy this is not mandatory.

#### **Personnel/ Professional Development**

Cab, Anita & Lara attended NELA 3-day conference in Portland, ME (Oct 20-22). Nancy attended CHILIS fall conference (Oct 17). Lara attended READS fall conference (Oct 25). Cab attended the NHLA Fall Conference (November 8). "Take-aways" from the conferences still being processed.

#### **Technology**

1./ Multiple problems with public access workstations & CASSIE software over the past several weeks; still in troubleshooting mode with Jason of XslInnovation.

2./ Carbonite online backup service purchased (covers all staff machines); will install as soon as possible. Portable hard drive purchased to free up space on the server.

3./ Library now has a subscription to LearnIT for staff to further their tech skills.

#### **Admin**

Not confident that statistical reports we've been using in Koha are generating accurate numbers. No stats for this month as gathering them is labor-intensive & potentially in vain if the numbers are no good.

Police incident with after-hours teen. Lara and Dot handled the situation very well and followed all library policies.