

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 16 2013**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Monday, December 16, 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 6:35 pm.

Friends of the Library Report

The Dollhouse Raffle is now over and approximately 1200 tickets were sold. It was successful and no names regarding the winners have yet been released. It is known that a great grandmother won the dollhouse, and there are two "runner up" prizes to be awarded.

Michelle Sykes has shown interest in becoming an Alternate Trustee and may be attended a meeting in the near future.

Secretary's Report

Changes to Secretary's Report of November 12, 2013: Page 2, Director's Report, paragraph 2, change "Eagle Tribune" to "Manchester Union Leader"; page 3, paragraph 1, change "quiet" to "quite"; page 3, Action Item, change "for" to "form".

Motion was made by Catherine Willis to accept the minutes of November 12, with changes; seconded by Kate Vavra. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Jennifer Kiarsis).

Treasurer's Report

Jim Peck presented the Treasurer's Report in a new format. For comparison purposes, he felt it was more helpful and clearer. The Board agreed.

There has been no communication from the Budget Committee. If there were any inquiries, the Board would have been invited back to address them. The public hearing will be on January 14, 2014; the Deliberative Session will be February 1st.

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

Correspondence and Communication

The Board would like to thank Jane Query for purchasing and then adorning the Library for the holidays. It was a traditional theme, which was the overwhelming choice of the Staff, Director

and Board. New decorations and a new tree, which was put together by Anita, Miquel, and Jane, gave the Library a very old fashioned and welcoming feel.

It takes a great deal of organization to purchase and pull together a building as large as the Library. Jane did an outstanding job.

A substitute minute taker, Tina Harrington, may not be able to attend February and March. However, she will be at the Board meeting on January 7 to take minutes. The Board may have to make other arrangements until notification that Laurie P will be returning.

Director's Report (See attached sheet)

Dean Zanello from the Cable Committee attended the Board meeting to bring us up to date on the audio visual upgrade for the Nelson Room.

The TV in the meeting room is old technology and his proposal is to replace it with a projector and screen and re-wire the room to accommodate video feeds and dome cameras. Dean is hopeful that this work will be completed within the first quarter of 2014. He is also hopeful that Candidates Night will be the "premiere" of the new equipment, which is tentatively scheduled for Tuesday, February 18.

Motion was made by Jennifer Kiarsis to accept the proposal from Unique Media Systems as presented by Dean Zanello, and encumber \$2000 by December 31st for that purpose; seconded by Jane Query. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Cab distributed a Wish List of projects for consideration.

On the Wish List was an upgrade to the furniture in the Children and Teen areas. The Board agreed this was at the Director's discretion, and all agreed that both areas needed upgrading.

Motion was made by Kate Vavra to approve the purchase of a DVD/Audiobook cleaning machine (excluding a warranty) in the amount of \$3565; seconded by Jennifer Kiarsis. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Motion was made by James Peck to encumber fund for an Author presentation in the amount of \$1500 to be scheduled in 2014; seconded by Kate Vavra. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Action Item: Cab will contact Laurie Houlihan to discuss the operation instructions of the timed outside lights.

Action Item: Mission Statement to be updated on the website in a place appropriate, possibly the Trustee page.

Cab is still working on the monthly statistics for the year. He would like to fine tune them so that the numbers are accurate. With all the activity at the Library over the past few weeks, understandably he has had other immediate tasks.

Children's programming at the Library is now lacking due to the resignation of the Youth Services Librarian.

Action Item: Cab will publish the advertisement for the position. It is a priority for him as well as the public to get children's programming up and running. Also Jennifer will try to find the candidate that was interviewed earlier this year for the Youth Services position.

Motion was made by Kate Vavra to hire Raven Gregg for 20 hours per week at the rate of \$15 per hour as a Cataloger, retroactive to November 14th; seconded by James Peck. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Pages Annie and Amanda will be substitutes filling in where and when needed, and will be paid at the substitute rate.

Old Business

Awaiting any contact from the Budget Committee regarding budget submitted for approval.

Board should be reviewing the Performance Review form in order to be able to timely address the Director's six month evaluation.

There will be a special HVAC meeting for an update on the engineer's recommendations on the system.

New Business

James Peck presented a proposal to the Board of Trustees regarding the Plaistow Historical Society. The Historical Society building is aging and has many issues. It is open 2 hours a week (Thursday from 10am to 12 pm), and on Old Home Day. They have 42 members, 3 or 4 of which are active members.

A feasibility plan was proposed that the Historical Society be moved to the Plaistow Library, giving it more public exposure, more accessibility. Jim is approaching the Library because of these reasons, and urging the need to archive and preserve of town records. The Historical Society would require approximately 3200-3400 square feet of space in the Library.

He would like to have a Feasibility Committee formed, which would include the Historical Society, Town Hall (Selectmen), and the Trustees of the Library. He believes that this represents a cross functional group that will be able to come up with ideas on how this might happen. Both fund raising and benefactor donations were mentioned.

The Board is open to this proposal, but also knows that it will take time to get a committee together and working together, get an actual plan/proposal ready to present, as well as consider how the amount of space required will be realized.

Adjournment

Motion to adjourn made at 9:36 p.m. by Jennifer Kiarsis.

Next regularly scheduled meeting will be held on Tuesday, January 7, 2014.

Respectfully Submitted

Jennifer Kiarsis
Recording Secretary - Temporary

Director's Report follows

Plaistow Public Library Director's Report

December 16, 2013

Friends

Holiday Dinner / Dec. 10. Dollhouse Raffle/ Dec. 16.

Building

1./ Operations & Maintenance manuals for the building have been found. Replacement mechanical drawings were obtained from the architects. Lots of discussions with companies about our options, including retrocommissioning.

2./ HVAC quarterly service took place on 11/13 and 11/14.

3./ Water test results came back - high copper, sodium, nitrates and arsenic. No health risks, but results were faxed to McKinney Well in case of any potential issues with the building. Waiting for a response.

Staffing

1./ Nancy Chase and Lara Croft resigned this past month; their last days were December 9 and December 13, respectively. Duties have been parceled out to current staff, though children's programming will continue at a reduced level.

2./ Following our job offer, a candidate declined to join the library team as a cataloger; Raven Gregg has proved competent in this role and will continue.

3./ Annie Averill and Amanda Plante, two former pages, will fill in as substitutes for the next few weeks before they head off to college.

4./ This rash of resignations gives the library an opportunity to re-think it's organizational structure; I've been thinking a lot of about this and talking with other librarians about how best to approach our next few hires. Suggestions include re-instating the Assistant Director position; hiring a tech expert who can handle our website, public programs, and all of our IT needs; and hiring on an interim basis to give us more time to determine what we really need for the long-term and how we can ensure longer tenures for any future "stars" we hire.

Technology

1./ Printer at the circulation counter has failed. A new one, along with a replacement for the copy machine, will be ordered this week.

2./ Koha has been upgraded to version 3.12. Some troublesome bugs, unfortunately, which should have been corrected after the last update to 3.10.

Admin

1./ After-hours incident with a drug-using individual who hid in the ladies' bathroom. No further reports from the police.

2./ Working on the library's contribution to the Town's Annual Report.