

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**July 14, 2015**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, July 14, 2015.

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jane Query  
Rosemarie Bayek, Alternate recognized for portion of meeting  
Michelle Sykes, Alternate, President, Friends of the Library  
Jennifer Kiarsis, Secretary

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

Not present: Luann Blair

**1. Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:34am.

**2. Secretary's Report**

*Motion to accept the minutes of the June 9th meeting was made by Jane Query, seconded by James Peck. Motion carried: Ayes 5, Opposed 0, Abstentions 0. (Sykes, Bayek as Alternates)*

Jennifer Kiarsis joined the meeting at 10:40. Rosemarie returned to Alternate status.

**3. Treasurer's Report**

Expenses are coming further back in line with total expenses. Some lines are under budget and the health insurance rebate has come through. The electric bill reflects savings since new rate is in place. Cathy asked if a savings is in fact happening. Cab explained how there was some initial savings but now the variable rate has dropped below the contracted price. Relative to budget, however, there is a definite savings. Cab has run some numbers on future costs at these rates and there should be a trend towards overall savings. Future budgeting may take into consideration the fixed rate, rather than considering unknowns and variable rates. As long as usage stays about the same, budgeting should be straightforward. Jim assumes there will be a similar volume of electric use going forward and the future rates would be the variable.

Favorable variances in the overall budget are covering any unfavorable variances, as in the programming line which has been running significantly over budget all along, but this will probably be covered with other line items. Jim said he will have to monitor this to determine future programming budgeting, especially with the adult programming. Jim said the success of this programming needs to be assessed before budgeting for next year.

Supplies have been over budget. Jim said this has been true for a while now and Cab is unsure why at first glance. Speculation is that it's related to children's programming but Cab will take a closer look and compare to previous years.

Jim reported that an additional donation has come in from Mr. Jeffrey for \$1000 with no stipulations attached.

#### Capital Improvement Plan

Jim reported that the CIP is based largely on the Castagna report. After meeting with Town Manager Sean Fitzgerald some projects were combined resulting in fewer categories being listed. Additionally, the 5 year time blocks have been broken down into annual projects. Both Sean and Selectman John Sherman support it. Cathy said no warrant articles will be needed. These projects are repairs, rather than new projects. Sean is hoping that for next year they could make use of the town reserve fund that could be accessed to cover multiple town buildings. Trustees are in charge of care and custody of the library building but it's owned by the town so there is way to work together.

A Warrant Article is coming up possibly for a reserve fund for the library so that it gets planned out over time and used as needed, but it would not reference individual items. Jim reported that \$100,000 would be a good amount. This will be discussed more during the budgeting process. This would create a library reserve as well as the town reserve that exists already.

Cathy reported that there may be other town buildings interested in electronic signage and a group buy would be cost effective.

Jim said once we know there will be a capital reserve for the library, it will be important to talk up the need for capital reserve so voters will get behind it.

#### **4. Correspondence and Communication**

Jenn wrote a note to Mr. Jeffrey as a thank you for donation of \$1000.

Merrimack Valley Quilters sent a thank you note and gift of \$150.

*Motion to accept donations was made by James Peck, seconded by Jane Query. Ayes 5, Opposed 0, Abstentions 0. (Sykes as Alternate)*

## **5. Friends of the Library Report**

Michelle reported that the group met just yesterday. Antiques Rodeo is planned for September 12, 10am-12. Appraiser is working this event at no cost to the library. \$10 per appraisal, 3 for \$25. No large items. Weather will determine whether it is held indoors or outdoors. Luann is working on food donations of burgers and hotdogs, and she is looking into a local food truck who would come and work the event. The donated American Girl doll came in (Grace, doll of the year) and there are some stipulations with this donation that the Friends will follow. They are looking at having a raffle kickoff event after the rodeo, inviting girls to bring dolls, and incorporate a Paris theme since Grace is an "American in Paris."

Friends are also working on the puzzle. Sarah Olman took the photos. The Friends still need to fund the upfront cost of getting the puzzles made and are looking for potential sponsors to fund the up-front costs. Cab suggested using stickers to credit sponsors on the box. The price of the puzzle would be about \$19.99 but this would depend on the final cost of puzzle. The photographer, Sarah, will come to their next meeting to discuss her sample photos further. The group suggested many companies that could possibly print the puzzle, including VistaPrint, Shutterfly, and others.

Michelle would like to set up an email for the Friends. Cab said this is possible and it would be [friends@plaistowlibrary.com](mailto:friends@plaistowlibrary.com) and he would become a default administrator for the account.

## **6. Southern NH Library Cooperative Report**

Cab reported that the last meeting was largely spent comparing notes on vendors that offer best prices for supplies, books, movies, etc. Cab said they Plaistow orders primarily through Amazon for speed, price, and ease of use. Cathy asked if it was less expensive than Baker & Taylor. Cab reported that their company is far more complicated and Amazon is seamless to work with generally. This ease of use offsets any slight increases in cost. The co-op is too small to benefit from working together to order for discounts. Cab reported that other co-op members feel that it's best to order from whichever company offers the best deal, item for item. Cab said that he prefers to use his accessible record of purchases and compare prices over the past year and see if this is in fact worth it. If the savings aren't much it would be best for PPL to just stay with Amazon for movies, books, audio books, but for supplies it is often best to order elsewhere.

Programmers from the co-op libraries are possibly getting together to coordinate efforts. Looking at genre-fied book groups so that themed groups could meet across the co-op. Sandown is currently hiring a programming coordinator right now. Atkinson is hiring a youth services assistant.

The recent memoir writing workshop was offered across the libraries.

The group will meet again in August.

## **7. Director's Report**

### Technology

Cab purchased a new computer for the bookkeeper that is far more effective. He also bought a new printer after attempting to upgrade the old one.

The wifi upgrade project is tabled for now.

Meeting Room Policy This has now been implemented. It will be an educational process to help people book online with the new software. The system is not set up well for helping people make a regular repeated booking. During peak times, bookings can only be done one month in advance. It seems worth considering extending this to 45 days to allow groups to effectively advertise the event they book. Non-peak times can be booked three months out. There are still some wrinkles to work out, such as with condo meetings where "free and open to the public" becomes difficult to interpret.

Trustees may need to discuss fees and how to potentially implement this going forward to address some of the non-traditional requests.

Cathy suggested making it two categories: 1)Free & open to the public or 2)Pay a certain fee to have a private meeting. Cab said it could be broken down to charge for projector, size of room, duration of meeting, etc. Cab will make a proposal to address this for next month. Jenn suggested telling current requestors that are not "free and open" that the new policy is being tested out and certain events can't be booked yet. Jane asked if current requests must be made by a town resident. Jim read from the website that says requests must be sponsored by a town resident.

Cab will look at the policy again to investigate further the wording on residency, sponsorship, and the "free and open to the public" wording.

Cab mentioned a new policy issue. On the hot date when HVAC was out the conditions inside the library were miserable. To acknowledge their work that day, Cab offered the staff bonuses based on physical nature of their work that day. He asked if there should be a more formal way to determine when to close the building. The group recommends Cab just uses his discretion on when to close.

### Personnel

Cab said that he is taking a week off from August 3-10.

Regarding the Merri Hill Rock Cooperative, Cab is now president for the coming year. They meet about 9 times a year.

Jenn Dawley's summer reading program has over 300 registered for program, which is a significant increase over the last two years. She has received lots of donations, including prize donations over

\$7000. Her annual review is complete and she will receive a 3.5% raise. She has worked incredibly hard and is receiving rave reviews.

There is a storyteller coming on the 16th, Odds Bodkin, and he is entertaining for all ages.

Raven has completed her document conservation course and has received a certificate. She has written a report as part of that course, and some of her recommendations regarding disaster planning should be looked at. She would like to see a disaster plan committee formed. Cathy mentioned having her attend an upcoming Trustees meeting.

There have been over 75 applicants for Anita's position. Cab would like to recommend Jennifer O'Connor for the position. She has local connections, and is very connected to the library already with her family and the schools.

*Motion to hire Jennifer O'Connor at \$13/hr for 20 hours a week beginning July 15 was made by Jenn Kiarsis, seconded by Jim. Motion carried: Ayes 5, Opposed 0, Abstentions 0. (Sykes as Alternate)*

Regarding Annie's current position, Cab would like to revamp this position. It currently includes 10 hours of front desk and 10 hours in Jen's area. He is thinking of taking the 20 hours and turn them into "Administrative Assistant plus floating position plus help Jen when she needs help" and the 10 hours lost from the front desk would go to Raven who could shift tasks from some of her cataloging hours back to front desk work.

Cab will write this job description shortly and the pool of applicants for Anita's job may prove helpful.

## **8. Old Business:**

HVAC--Sam Wiggin of Energy Controls of NH has submitted a proposal to Cab and his Controls upgrade proposal was \$40,320. In an emergency, others would be called from a mechanical contractor, not just Sam. This would be a necessary contact to have anyway, and would perhaps involve Reed Mechanical or Granite State. Sam prefers to work with Granite State. Jim asked about labor costs breakdown. Cab explained that this estimate is right on par with all the others. Also, there would be additional mechanical contractor costs--Cab estimates \$10-15,000. There are other components and projects that could be added on to meet all the recommendations from Castagna's report but those are not all part of this estimate. Cab is also waiting to hear back from Richard from Pro Controls. Jim asked about total cost projection based on the original \$68,000 from Castagna's report. Cab said that with Sam, the total should still come under Castagna's number. Regarding timeline, Sam said the work will be done within 2-4 weeks, between September and the end of October. The contract from Sam is expected to include more detail and be settled soon. Jim asked for someone who can review the contract and Cab suggested Sean or John from the town could look at it. Cab has a list of questions for Sam that he still expects to

have answered, including a demonstration of the controls, training, and more. Cab will now get more details from Sam of what the proposal includes, a detailed financial breakdown of the \$40,320 cost, and then start working on an actual contract.

Unitil Meter--Cab said there is nothing new to report and he needs to follow up again. Cab did call Paquette for a second submeter to verify and they never replied. He still needs to call Councilman.

Programming Statistics--Cab distributed a first attempt at statistics, as requested. Jim asked for the report to reflect a separation of high cost and free programs to find a better average cost per attendee. Also, Jim pointed out that the cost numbers on his financials don't match the total cost on her spreadsheet. Cab said the discrepancy is because of prepayments to performers that aren't included. Jim is also asking for programs to be flagged that have poor "results" so Jim will send some suggestions for data points he'd like to see. Cathy said none of these programs are quite large and asked if it could be that we are offering too much that people don't know what to choose? It may take time to cycle through programs and see what the community is really interested in before making budgeting decisions. Perhaps it's hard to know what people will attend because it sometime seems surprising that seemingly exciting events have only 3 people. Also, weather and other conditions will impact attendance. Brianna is doing a great job and the group doesn't want their thoughts and questions to reflect otherwise.

## **9. New Business:**

### Security System

Cab reported having about 3 quotes for from \$2000 (Pulsar) to \$7000 (ASG) for just the video components. One Source Security and Seacoast Security have been in to the library for visits. Cathy said that One Source was not very detailed while Seacoast provided a very detailed estimate with breakdown for different rooms, video, etc. Cab responded to both with follow up comments and questions. Both companies would include a fire component and costs could finalize near \$10,000 for everything. Cathy explained that she visits nightly and saw the police come in the lot to check on what she was doing after closing time. She was happy that the police were attentive and are keeping an eye on the library.

Cathy shared a story about an alarm concern at the library recently. It's unclear whether it had been set or not. Pulsar service throughout the incident seemed not entirely helpful.

Cathy asked the group for informal agreement on getting a new security system? The response was "Yes" all around.

Jim asked about total cost of \$10,000 and how it breaks down. There was discussion of whether all of these components are necessary and affordable.

Jane asked about panic buttons and both proposals included these. She also asked about where money is being kept and suggested an actual cash drawer be installed and that it be put away for safe keeping. Cab explained that it's being put carefully away from the front desk area. Rosemarie says they have a safe and a system for dealing with the money drawer at the town hall and Cab said he should go look at it.

Jim asked for clarification on the quotes that indicate three systems with different quotes and whether all three systems are needed. Cab suggested that yes, all three are needed but the Nelson room quote (\$2000) seems high, the general panel upgrade cost seems reasonable (\$3600), and the cameras seem reasonable (\$5000). Jim will be asking about the meeting room cost since that one seems unusually high.

### *Sprinkler System*

Recently the sprinkler system developed a couple of leaks, in the Teen area and mechanical room. Technicians from Carter Sprinkler suggested that more pipes are likely to go soon. Cab has invited Brian Carter to the library to provide an assessment and estimate for any recommended repairs/ upgrades. Cab shared a report from the fire chief on the incident.

### **10. Adjournment**

Motion to adjourn was made by Jenn Kiarsis at 1:00.

Next meeting is on August 11 at 10:30am.

Respectfully submitted,

Melissa Theberge  
Minute Taker