

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
December 8, 2015

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 8, 2015.

Present: Jennifer Kiarsis, Interim Chair
Jane Query, Interim Secretary
James Peck, Treasurer
Luann Blair
Michelle Sykes, Friends of the Library, Alternate
Rosemarie Bayek, Alternate (voting in Cathy's absence)

Not Present: Catherine Willis

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

Call to Order

Jane Query called the meeting of the Board of Trustees to order at 10:37am. Jenn arrived shortly after the meeting began.

Secretary's Report

Motion to accept the regular meeting minutes of November 10, 2015 was made by Michelle Sykes, seconded by Luann Blair. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Peck)

Treasurer's Report

Jim shared some notes about year-end financials, and focused on variances in certain categories. For the Legal Expenses line, Jim recommended returning the \$14,000 overage to the town since it was not used. For Payroll and Public Activities, he expects the Payroll overage of \$10,000 could be offset by the overage in Public Activities. However, he recommended taking \$5000 from the library's own funds to cover half of that and the remaining \$5000 variance would remain as an overage. Continuing on, Supplies and Electric variances wash each other out, being about \$5000 over/under. Gas rebates provide a favorable amount of about \$2000. Approximate favorable total will be about \$10,000.

HVAC Discussion--Encumbering the overage funds could offset the cost of HVAC. Jenn asked Cab if HVAC will happen this month. Cab said it will be scheduled but that no contract has been signed. Jenn asked Cab to get it done by December 31. Jim asked for consensus about encumbering the overage funds for HVAC expenses. Cab said there is \$68,000 for this project and based on estimates it will cost in the mid \$70,000s to get the project done. The Board agreed that they will need to vote on encumbering the funds for this but exact

numbers are needed. Cab expects that he can have a contract before his upcoming vacation. A small meeting can take place later this month when that gets finalized so a vote can happen before year-end.

Motion to return to the town any unexpended legal expenses net of legal settlement expenses was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

Motion to use \$5000 of the library's funds, from Special Projects account, to cover \$5000 of Public Activities, made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

Friends of the Library

Michelle reported that the Vendor Fair had 19 tables. After expenses, \$1152 was earned. Of that, the Children's Program will receive a gift of \$800. American Girl doll raffle funds totaled about \$396, and the Girl scouts earned \$256. Michelle said there may have been a lot of food placement too near the vendors and it may be best to have bake sales happen at another time. Luann clarified that Vendor Fair funds go towards library passes and that the doll raffle and the tea will benefit the Children's Program. Perhaps other funds could go to adult programs.

Luann mentioned an upcoming painting night around February 14. She has a teacher who would donate her time.

Michelle mentioned a father/son event that will take place after Super Bowl.

Market Basket gift cards came in late for the Vendor Fair so Michelle is contacting the Lions club to help get the cards to families in need.

Luann said that at the Festival of Trees the library tree was well liked.

NH Library Cooperative

Cab said they met last week and the cooperative, along with Hampstead, are planning to apply for a grant from National Endowment for the Arts. Alice is spearheading the grant work and Brianna is working with other library program coordinators to try and engage other area libraries and invite them to participate and make it bigger. Deadline is at the end of January and the book is "The Things they Carried" about the Vietnam War.

Cab said there was a lot of discussion at the meeting about the challenges of town budget processes.

Director's Report

Door Sensors--The door sensors are not working again so Cab has purchased replacements. New sensors provide data every 30 minutes and will include traffic data and timing to help evaluate the most popular times of library use. The Nelson Room is not included in this purchase, but if these new devices are successful, more can be added later.

Warrant Article-- Jim said there is broad support with the Selectmen for the library's Warrant Article (WA). Based on the current draft of the WA, there is only one library-related WA to create a capital reserve fund. Initially there was a second WA for spending. Cab expressed concern at the lack of wording for expending the funds and feels that a mechanism for withdrawing the money is missing. He would like the wording to make it clear how the money will be removed. Jim agrees that the current draft requires an edit to the language to access the \$46,000 specifically. Jim offered to go back to John and ask about the draft copy. It should say that the funds are for sprinkler and septic expenses and it should perhaps also mention who has the authority to withdraw funds.

Sprinklers--Regarding sprinkler companies, Cab would like to have the pipes evaluated before replacing all of them universally. Jenn said that this may mean leaving behind some piping that is below the recommended quality grade. Cab and Jim feel that a partial replacement may be sufficient. Rosemarie and Jenn expressed concern that faulty piping may remain in that case and they would not want to see that. If evaluating the pipes is expensive, replacing all of them seems more cost effective.

Jenn asked Cab to look into getting the assessment of current pipes. Cab said that Carter does not do assessment. Jenn said that if some piping is being changed to a different grade, all of it should be done. Her recommendation is to go ahead with full replacement. Jim said the town did say they want more than one opinion and quote. Cab will ask the companies to come in and provide quotes, for both doing the work and assessing the quality of the pipes.

Parking Lot Lights--Insurance has paid out \$2000 for repair. Regarding brightness, Cab still needs to find a light that is in the mid-range of brightness. Jim said that LED is worth investigating. Jim will follow up with Julian Kiszka to see about what he offered for demo replacements. Jenn recommended replacing the two lights near the street right away and coordinating other lighting replacement with the town at a later date.

Brianna is coordinating a holiday party for next Tuesday, December 15 at 12:00. Cab is contacting some additional guests and getting an email invitation out to Friends of the Library.

New Business

Bookkeeper Negotiations--Jim has an agreement in place with Patricia for \$4500 plus additional compensation over a certain number of hours. A contract is being written up, and Jim will pursue a 3-year contract.

Holiday Schedule Policy--The highlighted portions of the document are new changes. Cab explained the changes include adding pages to holiday pay, removing some holidays from the list, and the early closure changes. He also added clarifying language for eligibility. Cab said he could get more specific with the wording but doesn't feel the need to do so at this time. Jenn asked if it was equivalent to the town days off and Cab said that it's the same as far as he knows.

Motion to adopt the revised policy on holidays, effective Dec 8, 2015, made by Jenn Kiarsis, seconded by Jim Peck. Motion carried: Ayes 5, Opposed 0, Abstentions 0. Jenn will update the copy of the policy and bring copies to the next meeting.

Old Business

Landscaping Proposals--Cab has heard from an additional company and the representative who came recommended improvements to the mulching, edging, shrub care, and weeding. He would be proactive in looking at the grounds and assessing what needs more care or a new approach. The cost would be higher than the current contractor. After some discussion and debate, Cab recommended staying with the current landscaper and making some specific requests for areas of improvement, at least for now.

Unitil Windfall--Jim said that the credit has come through and the bill will be covered through some time in January.

Disaster Plan--Jenn has met with Raven and they have begun disseminating forms for completion. Cab will begin by focusing on the high value topics.

Strategic Plan--Jenn is putting this on the table for now, perhaps until January. Cab said he is working with Brianna and Alice, and Luann offered to participate as well.

Related to the strategic plan, Cab said that Jen has been focused on STEM topics. Jen, Alice, Bri and Cab have talked about getting involved with developing a Maker Space, which can include all kinds of hands-on projects. This may be something that comes up with strategic planning. One part of this would be a Media Lab for computer instruction. Reconfiguring the teen area of the library is one option for this. Cab offered to share some articles with the Board representing some thoughts on libraries going this direction.

Luann shared a scholarship update--Sue Sherman and Christina Cruz know of people who would be eligible for scholarships, offering the information privately, and she reported that Laurie suggested an application form. Luann will meet with Laurie to discuss her approach and perhaps determine a scholarship amount.

Luann also reported that the PPL logo mugs are too expensive at this time, perhaps due to the holidays. She will look again at a later date.

Adjournment: 12:18pm.

Next meeting: Tuesday, January 12, 2016.

Respectfully submitted,

Melissa Theberge
Minute Taker