

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
January 12, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 12, 2016.

Present: Catherine Willis, Chair
 Jane Query, Secretary
 James Peck, Treasurer
 Jennifer Kiarsis
 Luann Blair
 Michelle Sykes, Friends of the Library, Alternate

Not Present: Rosemarie Bayek, Alternate

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

Call to Order

Jennifer Kiarsis called the meeting of the Board of Trustees to order at 10:40am.

Motion to reappoint Cathy Willis as Chair, made by Jim Peck, seconded by Luann Blair. Motion carried: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Willis).

Motion to appoint Jane Query as Secretary, rather than as interim secretary, made by Jenn Kiarsis, seconded by Jim Peck. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Query).

There was discussion about how to handle establishing an ongoing assistant treasurer. Jim would like to have an alternate in place for the long term. Specifically he needs help with the Monday tasks of payroll, deposits, and reviewing and signing the bills. Luann has experience teaching accounting and offered to help. Jim recommended joining him on a Monday to see what it involves. Looking ahead, new alternates and board members will be necessary in the future.

Secretary's Report

Motion to accept the regular meeting minutes of December 8, 2015 was made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 3, Opposed 0, Abstentions 2 (Blair, Willis).

Motion to accept special meeting minutes of December 30, 2015 about encumbering funds and settling the year-end financial information, made by Jane Query, seconded by Jim Peck. Motion carried: Ayes 2, Opposed 0, Abstentions 3 (Blair, Kiarsis, Willis).

There was brief discussion about wireless printing. Cathy asked why the library does not have this in place. Cab explained how the current software allows for tracking and charging patrons for prints but the network is not set up to track printing wirelessly.

Treasurer's Report

Jim presented the final report summarizing 2015. He pointed out highlights of the report: First appropriation will come in a few days. There was a return of legal funds to the town that were not used. In the Facilities line there are encumbered funds. Cathy asked for a reason the Materials line went down and Online Resources went up and if there was a trend away from print to digital. Cab does not believe this to be true and attributes the variance to a timing of a bill payment last January. Jim explained that the Public Activities was over budget as planned and expected. Supplies was over as expected. Electric contract for two years and the gas rebate positively impacted those lines. The reason for the overage on the bottom expense line is for the light pole damage. Jim reviewed the subaccounting schedule, reporting that there was a net increase of about \$7000.

Encumbered Fund Schedule: Due to increased costs of HVAC, additional funds were encumbered for this project. Along with previously encumbered funds for this project, the HVAC project will be partially funded. Total cost of the project will be between \$68-78,000 so this encumbering will be helpful in getting that project done.

Jim suggested campaigning for the upcoming library article in some way. He proposed signs and a presence at the deliberative session. Jim will research the cost of signs and suggested using social media to share information with the community. Cab will work on an information sheet.

Friends of the Library

Next meeting is upcoming. No report.

SNHL Cooperative

No report.

Director's Report

Cab has been in touch with the artist working on the mural panels and shared samples with the Board which met with a positive response.

Library staff will be attending an active shooter training with the Plaistow Police on January 25. Jane suggested testing the panic buttons.

Based on recent discussions about STEM learning, Brianna and Jen have programs in mind that would involve laptops (basic computer classes, programming for kids, etc). Cab is looking at leasing 10 laptops for these projects, which would be somewhat mobile. This would allow the library to use them during their peak service life and not have the hassle of having old technology around when they are outdated.

Cab suggested using one of the donation funds, since estimated costs are at about \$4000. Jim mentioned tapping into the technology fund as an option too.

Cab has reviewed his notes on strategic plans and would like to know what involvement the Board would like for future planning: reaching out to public, conducting focus groups, etc. Cathy does not see much value in focus groups unless there is an investment on the part of the participants. Cathy suggested developing some ideas with a small group of citizens and then pursue focus groups. Cathy and Luann are both interested in participating. Cathy suggested having a timeline to keep things progressing. Cab suggested taking until about May to develop the early stages.

Cab completed nearly all employee reviews and shared relevant details.

ProControls was bought out by another company: ENE Systems of NH, also located in Bow. Cab has received a bill for the last quarterly invoice for preventive service but Cab has no record of them coming. Cab is asking for verification that they came previously as well.

Cab is also working on writing his report for the Town Report.

New Business

Bookkeeper Contract – Jim has negotiated a contract with Patricia Sarcione for three years with details written into the contract itself. Cathy asked for contract details, and both Jim and Cab explained that the software was included and that the estimated total hours for the year is accurate based on history.

Motion to have Jim Peck sign the contract with Automation Plus for three years, made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Blair, who had stepped out for a moment).

Snow Closing Procedures - Jenn suggested using school and town opening and closing to avoid confusion. Cab uses the school closing as a guide but this doesn't work for weekends, evenings, and late afternoons. To decide if closing is necessary, Cab uses a combination of common sense, what other libraries are doing, and if need be he contacts the town (Dan and Paul). Cathy asked Cab to write up the snow procedures for when he is not available.

Candidates Night - Brianna is working on this. Cathy would like a copy of the flyer to get to the school district. Cathy said Bob Harb would be willing to moderate if he is running unopposed.

Old Business

HVAC Update – Cab has finally received a contract but is waiting for advice before moving forward with it. Cathy suggested contacting the Property Liability Trust.

Disaster Plan Meeting - Jenn reported that they haven't met again but she suggested delegating the panic button review to Raven. Cathy is willing to meet with her in Jenn's place.

Landscaping Proposals - Jenn would like to bookmark this for March. Cab is in touch with the landscapers being considered.

Adjournment

Motion to adjourn made by Jim Peck. Adjourned at 12:20pm.

Next Meeting: Tuesday, February 9, 2016 at 10:30am.

Respectfully submitted,

Melissa Theberge
Minute Taker