

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
April 12, 2016

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

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

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

Call to Order

Cathy Willis called the meeting of the Board of Trustees to order at 10:38am.

Secretary's Report

Tabled to next month to allow for review of the February minutes.

Treasurer's Report

Jim will be referred to as the Financial Analyst as he assists Jane with the reporting but not with the handling of funds. Jane reported that the funds from the town have come in. Additionally, Jim shared the following details, taken from an email he had sent earlier for reference:

1. Big picture- Total expenses are now \$7,000 under budget, but all of it is due to Electric and Gas being under.
2. The March Electric bill was budgeted in March but paid on April 4th in the amount of \$2,560 so there is really only a \$250 favorable variance YTD through March.
3. The \$4,300 favorable variance in Gas was due solely to the one-time rebate we got. While it will carry forward this year, we should be very close each month from here on in.
4. Dental/Health Insurance is back in line with budget as the bills have caught up. Expect to be slightly over the rest of the year.
5. Salaries and related taxes and benefits have tightened up as expected and should be on or perhaps over a bit the rest of the year. In discussion, Cab added that there may be a slight increase in summer for a short-term employee.
6. Public Activities is running at a \$20,000 annual clip versus our town funded budget of \$10,000. Another \$6,000 was budgeted to come from our own funds, so we're technically running toward a \$4,000 overage at this time. Cathy asked about the Public Activities line and how to tell which funds are

going to adult programming. She asked for it to be broken out separately into subcategories for children and adults and Jim said this can be done. Cab expects the totals for this line to even out by year's end.

Jane asked for documentation that shows what the intended use is for each memorial fund. Cathy said she would get that information for the group. Rosemarie indicated that it would be important to have all of this in one place for review. Cab said he would also look into whether the library has a fire-proof file. Cathy reminded everyone that the memorial funds are not to be used for library expenses.

Motion to approve the Treasurer's Report was made by Jennifer Kiarsis, seconded by Luann Blair. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence and Communication

None

Friends of the Library Report

None

Southern NH Library Cooperative

Cab reported that the Plaistow Library is hosting the upcoming meeting on May 2, at 7pm. Cab said Brianna will likely help with food and preparation. The Trustees are invited to attend. Jenn added that the hosting library typically takes minutes, and she is planning to do that.

Cab said the Merri-Hill-Rock Cooperative meets tomorrow, April 13, in Salem NH with a program about the "Community-Centered Library" with a presentation by an author on this topic. Trustees are welcome.

Director's Report

Cab reported that the alarm panel has been upgraded by Pulsar with several helpful and efficient updates.

Cab said the landscaping work has begun under the new contract. He said there are two new donated trees coming to replace the two dead trees in the parking lot island. Jenn requested that the dead plants be removed from in front of the library. Jim said he would talk to Tammy Bergeron about gardening interests for the new garden club to work on. Jim said the front area of the property could be landscaped as well to make it more attractive. Cab said the map for landscaping could be used as a reference. Cathy would like to see more tables and seating areas in the library yard. Jim mentioned the section nearest the road that has a lot of trash and may be a good area for the Plaistow clean-up day to focus on. Luann suggested having a playground area.

Cab contacted John Sherman about the Capital Reserve Fund that was approved on voting day in March. Jim and others suggested Cab have three quotes prepared before going before the Board of Selectmen

to access the funds. The projects that would be going forward would be the fire suppression system and the septic repair. Jim suggested the septic project be first.

The insurance money has come in and Cab needs to replace the parking lot light. There was agreement to go forward with getting this repaired.

The IT intern has been working hard on setting up the ten laptops. Kate has also worked on a draft of a Technology Plan. She has recommended using a company her library has used to handle IT needs, Computer Networking Service. They can inventory equipment and make recommendations for updates, as well as offer leases and other services. A typical recommendation would be to replace computers on a rotating basis so that the costs and updates are distributed over time. Cathy suggested trying it. Cab hopes that before Kate leaves they will have a proposal for approaching the replacement of the computers. Jim asked about handheld devices, and Cab says they are not specified in new plan but a wireless upgrade is on the plan. Cathy suggested including e-readers on the technology plan. She also asked if flash drives are a concern with regard to viruses. Cab said the library is protected in that regard.

Cab reported that the cataloging of town reports is complete and there is a display in the library. Cab is researching proposals to digitize the reports. He and Jim agree that there needs to be a comparison of the library's collection and the historical society's collection.

Cab said that while Jen was nominated for Children's Librarian of the Year, she did not win. She was pleased to be nominated though.

The Boston Globe is up for renewal but with only two regular readers and a renewal cost of over \$600, Cab recommends that it not be renewed. There was general agreement.

Old Business

HVAC Contract Review--Cathy asked for "the" to be removed in line one of the text. She asked about wording regarding injury notification and whether Attorney Sumner had reviewed it. Cab said he would like to leave it as is and that Sumner had reviewed it. Jim asked if there was wording included about reporting in periodically and Cab said that the contract references weekly email contact. Jenn would like to have a start date for the work and Cab will ask for this and added that it is about one month of actual work time. Jim also asked if there will be a summary report of work completed and Cab said yes. Cab emphasized how helpful Kevin has been in guiding this process. Cab is looking for approval for the controls work and approval of pre-inspection contract. There was agreement that Cathy will be the one to sign the contract. There was a decision to schedule a separate time for voting on the contract to give everyone time to review all the documents in print format. A meeting was planned for tomorrow, Wednesday, April 13, at 10:30am for this discussion and vote only.

Strategic Plan--A joint meeting with staff is planned for Friday, May 13, 9:30am-noon. The library will be closed for this time.

New Business

Recognition for Tom Cullen and Roy Jeffrey--Cathy asked for a sharing of ideas for this event. It was suggested that it be combined with volunteer recognition. Thursday, May 19 at 2pm for ice cream sundaes. Cab will help with an invitation list, Jenn will prepare certificates for everyone, and a cake will be arranged to celebrate Roy's birthday.

Adjournment 1:00pm

Next regular meeting: May 10, at 10:30am.

Respectfully Submitted,

Melissa Theberge
Minute Taker