

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
August 16, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, August 16, 2016.

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

Not Present: Luann Blair

Others Present: Cab Vinton, Library Director

Call to Order

Cathy Willis called the meeting of the Board of Trustees to order at 10:39 am.

Secretary's Report

Motions were made to accept the following minutes:

June 14 Regular Meeting: Made by Rosemarie Bayek; seconded by Jane Query. Motion passed: Ayes 4, Opposed 0, Abstentions 1 (Bayek for Blair).

June 27 Special Meeting: Made by Jane Query; seconded by Cathy Willis. Motion passed: Ayes 3, Opposed 0, Abstentions 2 (Peck, Bayek for Blair, Kiarsis).

July 21 Special Meeting: Made by James Peck; seconded by Cathy Willis. Motion passed: Ayes 3, Opposed 0, Abstentions 2 (Query and Kiarsis).

August 4 Special Meeting: Made by Cathy Willis; seconded by James Peck. Motion passed: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

August 4 Non-Public Meeting: Made by Cathy Willis; seconded by James Peck. Motion passed: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

August 8 Special Meeting: Made by Jane Query; seconded by Cathy Willis. Motion passed: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis and Peck).

Treasurer's Report

James Peck distributed his reporting and Jane Query asked him to present to the Board:

Facilities - This line is currently under budget, specifically related to the Repairs and Maintenance subcategory. Also the insurance payment received for the outside parking light that has not yet been fixed.

Dental: - It is believed that a monthly payment of the bill has increased this line.

Payroll Expenses: Fluctuation in raises has affected this line.

Programs Public - The accounting on this line may not be correct, but it would appear that the line is approaching \$20 for the year. The Programming was separated at one point, and now has been consolidated. (Action Item: Cab to verify this line at the next meeting.)

Utilities - Will remain under budget.

Telephone - This line may be increased because e-rate was not applied for this year. (Action Item: Cab to look into the last time library received an e-rate refund.)

Trust Expenses - \$5000 for programming; \$1500 offset computer expense.

The Vice Chair and Treasurer are planning to meeting with the Bank to discuss investment of Memorial Funds. It will require the Library to take some risk, and the Board felt that these monies are important enough to be very cautious about any investment actions.

Motion to accept Treasurer's Report made by Rosemarie Bayek, seconded by Jennifer Kiarsis. Motion passed: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence and Communication

Cab reported that one of the quilting groups that meet in the Library made a \$50 donation to the Library. (Action Item: Board needs to vote on 2016 donations made.)

Friends of the Library Report

Vendor Fair has been changed to a Holiday Craft Fair. Friends are getting lists together from previous years in order to begin contact of vendors and donors.

Southern NH Cooperative

No report.

Director's Report

Summer Reading Program: The Summer Reading Program has 370 participants: 45 Babies/Toddlers; 246 3-10 year olds; 75 Tweens/Teens. The programs were attended by over 1,400 people; 95,000 minutes read by participants. Donations and prizes were made in the amount of \$16,000. Jenn's goal for this year was exceeded and she is hopeful that next year there will be even greater attendance.

Just a few of the things Jenn has on up and coming events:

- Children's Sewing Classes
- Reading Buddies
- Using the Laptops for Programs

- 1000 Books Before Kindergarten (106 registered; 3 completed)
- More things to come!

Community Stories Grant -Cab shared with the Board the draft of the handout to be distributed for the Soldiers Home & Away program for which a grant was provided by the NH Humanities Council. It lists all of the events that are happening. Publicity for this is ramping up. There was discussion about costs, which will be funneled through the Friends account.

Pages are off to College and the new pages have started.

Comcast and its virtual monopoly on internet was discussed. Cab would like to see the Library have faster connectivity. Since Comcast is unwilling to do this without cost to the Library, Cab would like to investigate into other providers. (Action Item: Cab will look into other broadband providers (Fairpoint, etc.) in order to see if we can obtain faster internet speeds. There may be some technical issues. Library willing to do a Splash Screen thanking the vendor.)

Brick Donations - Some of the donation bricks that were installed when the Library was built are now showing wear. There was discussion about how to approach those who donated at the time now that the bricks need to be replaced. It was suggested that a letter could be sent by the Friends indicating that replacement bricks were going to be purchased; did the donor want to replace the brick or change the brick in any way, and mention that the replacement cost the Library \$45. There was a question about whether or not the entire brick walkway would need to be completely replaced, rather than chiseling out the worn bricks and replacing them. (Action Item: Jim Peck will contact Bill Bartlett about the pick and choose vs the all or nothing approach.)

Cab requested that if the Board had any other ideas about for the Eagle Scout project for the Library, please send them along.

Cab again asked if the Board has any issue with him approaching the Town about Library presence on the new website. The Board agreed that he should talk with Sean about a more appropriate place for the Library.

Water delivery by WB Mason is saving the Library money on water through a New Hampshire state contract. The cost has been decreased from \$10-13 a gallon down to \$1.59.

Performance reviews for staff are up to date except for one. (Action Item: Cab to review employee and catch up with annual increase.)

Old Business

Strategic Plan Meeting - Brianna has some information about a company called Essential Worth that has done a great job with other organizations in developing a strategic plan. Cab needs to follow up with Brianna about this company and provide an example of its work. In addition, there are other plans that

the Board could review prior to our first working meeting, including the Plaistow Recreation Plan. (Action Item: Cab to send Board his recommended plans for review.) (Action Item: Cathy Willis will contact Bob Harb about attending our first meeting in order to provide focus for the Board.) Tentatively the first meeting will be scheduled for September 27th. (Action Item: Cab will send out calendar to confirm the best time and date for our first meeting.)

HVAC update—Johnson Controls quote is in the high \$50,000 range, which does not include testing and balancing. Burnell Company quote is low \$50,000 which includes support, testing and balancing. Cab has sent a sample contract to Burnell but has not heard back from them. It could be that if the Library waits to have the work completed in the winter season, we may get the work done for less money. (Action Item: Cab to contact Burnell about the terms and conditions of the contract, as well as a discount for having the work done later in the year.)

Fire Suppression and Alarms Systems – The motor for the fire suppression system is completely inoperable. The alarm system will contact the fire department, which means they would be 5-10 minutes out. They can hook a hose into the system to activate the sprinkler heads. Cab was advised by the Town that the Library would be covered in case of a fire even though the sprinkler system does not work. (Action Item: Cab to get this in writing from the Town.)

We could get the motor repaired at Carter for approximately \$2000 or replaced for \$9000. Motor repair shops would be significantly less expensive. However, the insurance company has not advised Cab on which they will pay to have done. An adjuster did come to the Library and inspected the motor. (Action Item: Cab should know the answer by the end of the week and will advise the Board.) The timeframe for either is a month plus.

Rich and Paul are spot checking sprinkler heads to see if they are clogged with debris. They are performing strategic testing, not checking each sprinkler head. If 8-12 are bad, replacing all piping and go with a nitrogen system was agreed by the Board. If less than that, the Board might consider hiring Carter to do a test on the piping by choosing areas that may have issues (low lying pipes that look like they might not have the correct pitch). It was agreed by the Board that a bid would go out for a new installation to a few vendors.

The alarm system has had some glitches over the past few months, and it seems that the technicians from Pulsar have conflicting ideas about the issues. The police presence was stepped up after the last incident involving a car in the parking lot loitering, and this has helped. It was suggested that a Safety Audit be conducted by the police and then the report could be presented to the Board by the Chief of Police so we have a better idea of how to make the Library more secure. This may again bring up the subject of cameras.

Health Insurance Participation – The HealthTrust requested that the Library vote on its participation as a member, and appoint the Library Director as an authorized person to execute the application and membership agreement as follows:

Motion was made by James Peck that the Plaistow Public Library shall participate as a Member in the Health Trust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B; seconded by Rosemarie Bayek. Motion passed: Ayes 5, Opposed 0, Abstentions 0.

Motion was made by James Peck that Cab Vinton, Library Director, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Plaistow Public Library, the "Application and Membership Agreement" in substantially the form presented to this meeting; seconded by Rosemarie Bayek. Motion passed: Ayes 5, Opposed 0, Abstentions 0.

Furniture – To be discussed again at a future meeting; however, Jane Query mentioned that an old cane seated chair is in desperate need of repair. A recommendation was made to have the Peabody Shelter Workshop repair it for \$55. Where to keep the chair was discussed.

Budget Suggestions – Cathy Willis asked for Board suggestions for the upcoming budget. Repairs and maintenance and the Utilities lines were suggested to be reviewed.

Other – Chrisco Construction was contacted about repairing the septic system. It provided a quote of \$2400. (Action Item: Cab to contact and find out if the work can be completed before the cold weather sets in.) It was agreed that Cab should get the broken light pole fixed as it presents a safety issue. The on-going project for lighting with the Town can be addressed at a later date. (Action Item: Cab to get light pole fixed.)

Motion to enter Nonpublic Session under RSA 91-A:3, II(a) was made by Rosemarie Bayek; seconded by Jane Query. There was a Roll Call vote, and all present were in favor.

Public session reconvened at 1:51 pm.

Next regularly scheduled meeting will be on Tuesday, September 13, 2016.

Meeting adjourned at 1:55 pm.

Respectfully submitted,

Jennifer Kiarsis
Secretary