

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**September 20, 2016**

Present: Catherine Willis, Chair  
Jane Query, Treasurer  
James Peck, Vice Chair  
Jennifer Kiarsis, Secretary  
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**

Cathy Willis called the meeting of the Board of Trustees to order at 10:33am.

There was discussion on how to manage the length of meeting times. Ideas included adding times to the items on the agenda. Cab suggested sending out materials in advance to reduce time for review. Jenn suggested that meetings that go over two hours lead to a second meeting. There was agreement to stick to two hours and avoid side stories. If a second meeting is required in that case, then it will be scheduled as needed.

**Secretary's Report**

Motion to accept the regular meeting minutes from August 16, 2016 was made by Jim Peck, seconded by Luann Blair. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept the non-public meeting minutes from August 16, 2016 was made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

**Treasurer's Report**

Jim explained key points of the report. He said Facilities is running under budget but will probably make this up going forward with upcoming expenses. Also under budget are Materials, Online Services, Payroll, and Continuing Education. Some of these will increase through fall. Programs and Public Activities look good at this point in the year. Supplies is under budget, Technical Services, Gas due to the rebate, as well as Electric due to less use. Cab added some details, indicating the four major categories that are running under budget, including Materials, Online Resources, Supplies, and Personnel/Continuing Ed. Jim said that while some of these will increase into fall, the projection for the year is below budget which will allow for the hiring of a Project Manager. Cab explained that the budget is tracking almost exactly the same as last year. Jim expects the town will look for budget cuts to be made in the coming year. Jenn asked where Jim thinks cuts could be made if this is requested and he indicated that he hopes the library can remain steady into the next year.

Jim reviewed the sub-accounting report. He would like to wait to discuss financial policy another time.

Motion to accept donations listed on the financial report, totaling \$999 was made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

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

### **Correspondence and Communication**

None

### **Friends of the Library**

Michelle said they are finalizing the holiday fair, planned for November 19<sup>th</sup>. They also elected officers.

### **Southern NH Library Cooperative**

Cab said there is nothing new to report.

### **Action List Update**

Jenn reviewed the list and is maintaining a master copy.

1. Cab began by verifying spending on programs, indicating that one main reason for spending was the purchase of sewing machines which got pushed into this calendar year.
2. Cab reported that the telephone increase query is complete and while the percentage increase in usage is high, the costs are not.
3. Cab shared a building update about the septic and one of the biggest related expenses, which is a drywell for the water softening system. Getting the proper plumbing installed is the complicated part with drainage. He continues to work on this with a target date of October because of freezing temperatures coming.
4. Cab said the fire suppression system repair is complete and is now working.
5. HVAC with Burnell Controls update--Cab said the terms and conditions are agreed upon and it's ready for signature. More details are coming later in the meeting.
6. Performance reviews are underway for several staff members. These are in various stages of completion. These will be done by the end of next week.
7. Technology: Cab is looking at providers other than Comcast but it's not looking promising so he is pursuing other options.
8. Strategic Plan meeting is coming up on Sept 30 at 10am. The enrollment form is being submitted to Essential Worth for the strategic plan consulting assistance. Cab will be sharing some strategic plans to look at from other libraries.
9. Cab reported that the lighting pole out front still needs to be addressed. This will be done ASAP.
10. Jim reported on the donation bricks: Bill Bartlett looked at the condition of the bricks and recommended a silicone paint for the letters and can provide instructions on how to do this. There is also a sealant Bill recommends to protect all the bricks.
11. Cathy decided not to contact Bob Harb about the strategic plan as she had planned when she realized what he had done with the church was more focused mission statement and not related to the library's undertaking.
12. The chief of police came through for a safety tour, the report has been shared, and some items will become action items. Police chief made other recommendations for locked storage.

## **Report on Eagle Scout Project**

Jenn came in to share an update on this project. Lucas Unger will be building a reading circle at the library, near the flagpole. The design will be finalized but it will include permanent benches, gravel surface, and a reading chair. He's holding a yard sale on October 15<sup>th</sup> to raise funds. Luann mentioned that there may be a fire pit in the shed that could be used. Cathy suggested a fundraiser that involves named bricks. Luann suggested a sculptural awning.

## **Director's Report**

*Project Manager*—John Trovich from Facilities Management Alternatives has been hired. The first priority is the controls project. John feels strongly that mechanical issues should be the first priority and then do the controls upgrade. The mechanical repairs should take about a week, said Jim, and then the future work needs will be known. Cab and Jim are very hopeful that John can direct this plan well. John will also be monitoring the fire suppression system and the CIP and they will meet with him about every two weeks.

*HVAC*—Should be in progress soon based on Project Manager hiring.

*Fire Suppression System*--This is back on and working as mentioned earlier in action items.

*Safety Tour Recommendation*-Already discussed in action items.

## **Budget Review**

Jim and Cab are working on this and it will be reviewed at the regular meeting planned for Tuesday, October 11.

## **Old Business**

*Capital Improvement Plan*—There is some confusion about the meetings at the town level, but Cab said the final number appears to still be \$65,000 as planned. Cab will be sure to attend the upcoming meeting.

*Strategic Plan Meeting*—This is planned for September 30, 10am-12, followed by lunch. Cathy distributed some strategic plans from other libraries. Cab would like to consider including others on the strategic plan committee to offer additional community insight and input. Cathy said that having the library trustees direct the process is best. Jenn warned that a very large group creates lack of focus. Luann would like to include people who have a good sense of the direction of modern libraries. Cab suggested a kind of hybrid approach where the trustees are the core group and then others get involved in a focus group style, like an advisory board.

Cab said the meeting will have a defined structure once he learns more from Essential Worth, the company helping with strategic planning. He will send out some information and possibly videos to watch in advance of the meeting.

Motion to enter Nonpublic session made by Cathy Willis, seconded by Luann Blair.

Specific Statutory reason cited as foundation for the nonpublic session: RSA 91 A:3, II(c).

Roll call vote to enter Nonpublic session:

Luann Blair	YES
Jim Peck	YES
Jane Query	YES
Jennifer Kiarsis	YES
Cathy Willis	YES

Nonpublic session began at 12:10pm.

Public session reconvened at 12:35.

Motion made to seal the non public minutes of September 13, 2016, in accordance with RSA 91 A:3, II(c), was made by Jim Peck, seconded by Jennifer Kiarsis,

Roll call vote to seal minutes:

Luann Blair	YES
Jim Peck	YES
Jane Query	YES
Jennifer Kiarsis	YES
Cathy Willis	YES

No further matters were discussed. Motion to adjourn was made by Jennifer Kiarsis at 12:37 pm.

Respectfully submitted,

Melissa Theberge,  
Minute Taker