

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
October 11, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, October 11, 2016.

Present: Catherine Willis, Chair
Jane Query, Treasurer
James Peck, Vice Chair
Jennifer Kiarsis, Secretary
Luann Blair
Rosemarie Bayek, Alternate

Not Present: Michelle Sykes, Friends of the Library, 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.

Secretary's Report

The September regular meeting minutes will be reviewed at the next meeting.

Treasurer's Report

Jim reviewed the September financials at the previous meeting. Cathy asked about the financial policy but Jim is not ready to present that yet. He will send that along shortly.

Correspondence and Communication

Cab reported hearing from ENE Systems, the company that bought Pro Controls. They are having their statements audited and contacted him about two unpaid invoices. Cab has no record of them actually coming and doing any work. Cab told them he would like an itemization of work completed before he makes payment. He asked the Board how to proceed and they agreed informally that he should absolutely hold out for his requested documentation before paying the bill. Luann will talk to her husband Rick to see about other options to pursue this further.

Return to Secretary's Report

Jenn asked for the group to take a few minutes to review the non-public minutes from September.

Motion to enter non-public session was made by Jane Query, seconded by Jim Peck, at 10:44am.

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

Public session reconvened at 11:00.

Motion made to seal the non public minutes of October 11, 2016, in accordance with RSA 91 A:3, II(c), was made by Catherine Willis, seconded by Jim Peck.

Roll call vote to seal minutes:

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

Friends of the Library

No report.

Southern NH Library Cooperative

Cab said their focus has been on the Community Stories program. The collective concern is that it's difficult to attract veterans to attend programming. Atkinson has had a few well attended events and some of their residents were part of the oral history project. Jim asked about certain local veterans' participation and Cab is not sure what methods of invitation have been used. Jim suggested attending an American Legion meeting and sharing about the programs. Cab said the planning group is having a mid-project assessment to discuss how the program is going. It is turning out that the veteran population is a difficult group to reach, which seems to be universally true, not just in the case of this program series. He feels that personal contact and invitation is the best way to reach them. Cathy suggested inviting a local veteran to perhaps open one of the programs. Jim also offered to touch base with a few local men.

The Cooperative also discussed salaries and how different small town libraries handle expenses. Cathy shared some insights she learned by watching other libraries' video recordings of trustee meetings.

Action List Update

1. Light Pole—Two poles were repaired.
2. Strategic Plan—Meeting dates have been set. While not all of the board wil participating the info will be reported back to the Trustees.
3. Repairs to Septic—Cathy is hoping this will be done in October.
4. Budget—This is on the agenda for later in this meeting.
5. Bricks—Billy Bartlett came over said and fixed bricks that are tripping hazards. Jim would like to understand better what he's doing next. Cab said he will talk with Jim about this further. Cathy actually tripped on a portion in the dark. Cab is suggesting that better lighting is a better solution than paints in this situation. Cab will ask Rich to do an inventory of safety.

Director's Report

Cab distributed a full report in advance of the meeting and reviewed highlights. Cathy asked about the new Project Manager, John, and how he is working out. Jim is suggesting utilizing John more for HVAC than for projects like septic. Cab and Jim discussed which projects he should be focusing on. He is working about 10 hours a week. Cathy asked about John's recommendation to skip a portion of the job. Cab said both Burnell and ENE will be in this coming week and will determine whether the full-cost project needs to be done or if there are some items that may be unnecessary. They will rely on John to help determine this, which may result in some savings. Jim would like for Cab to tell him to focus on HVAC to keep this project in the spotlight.

Cathy mentioned there was a new sprinkler leak in the book sale area, referencing Cab's report. Cab explained that when fire suppression repairs were done after the microburst, four sprinkler heads were found to be clear. Jim asked about reimbursement for microburst damage and Cab said it would be coming in at about \$4700, after the deductible.

Cab explained that putting a drywell in has regulations. The state needed to determine placement and told him the library now has to be a public water system. What this means is that now the state does inspections, testing is required, and design approval from state is required as well. This would not result in many practical changes, other than more frequent testing. The company who was going to do the drywell said that it can just drain into gravel off to the side. Perhaps deeper gravel would help but Cab is letting Paul Lucia continue the discussion about exactly what to do about these issues. They also said adding a drywell would be much more invasive than just adjusting drainage. Cab added that when a septic is pumped it can also be inspected so any need for repairs could be identified fairly regularly. Cab felt this new approach was preferable to the drywell.

Budget Review

Jim said that he and Cab have a budget coming together. Cathy, Jim, Jane, and Cab met with Sean. Jim said it's a 2.8% increase year to year and that most line items are level funded. Line items with increases are mostly staff focused, like Health and then perhaps Utilities. These aren't finalized yet but Cab will share a budget draft with everyone. Then there will be a meeting with the Board of Selectmen on the 24th and with the Budget Committee on the 25th. Cab said retirement will go up in July. Jim said Health is slightly over-budgeted to be safe. Cathy would like as many Trustees as possible to show up for the Budget Committee meeting on the 25th.

Cathy would like to have a programming discussion after the budget process. Cab would like to have a more regular reckoning about the success rates of programs. Despite best efforts, attendance and success at events seems fairly random. Cathy suggested the library does mailings about programming to reach more people. Luann said she used to coordinate her programs with school and recreational calendars but even that proves challenging.

New Business

Cab has asked staff for a furniture "wish list" so he has a place to start from. Cathy said there is money in the accounts for these kind of items under Restoration and Replacement. She suggested the front desk counter be on the list since it has been up for replacement for some time. Sturdier furniture seems like a good idea. Cab will talk to staff and plan to come back to trustees with a list to share next month. Luann suggested that some chairs be higher.

Cab asked the board to formally higher Kate Thomas as a substitute.

Motion to higher Katherine Thomas as a substitute for \$15/hour was made by Cathy Willis, seconded by Jim Peck. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

Cathy asked Jim to look into a new sign for the next meeting. Jim will do some research.

Cab said the NELA conference is next week and that he is attending.

Cathy asked about CIP meeting. Cab would like to be sure Trustees are represented at the meeting.

Meeting adjourned at 11:45am. Next meeting is on November 8, 2016.

Respectfully submitted,

Melisa Theberge