

PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
November 8, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 8, 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 10:40am.

**Secretary's Report**

Motion to enter non public session was made by Jenn Kiarsis, seconded by Jim Peck.  
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 10:45am.

Motion made to seal the non public minutes indefinitely of September 20 and October 11, 2016, in accordance with RSA 91-A:3, III, 1, was made by Jim Peck, seconded by Luann Blair.

Roll call vote to seal minutes:

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

Motion to approve minutes of the special meeting held to approve the charter for the Strategic Plan Team, on November 1, 2016 was made by Jane Query, seconded by Jim Peck. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Motion to approve the regular meeting minutes of September 20, 2016 was made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 5, Opposed, 0, Abstentions 0.

Motion to approve the regular meeting minutes of October 11, 2016 was made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 5, Opposed 0, Abstentions 0.

### **Treasurer's Report**

Jane reported having met with TD bank. She is now going to be able to handle payroll from her own computer.

Jim summarized highlights from the budget. The Facilities line is increasing. In addition to the microburst leak, there is now another leak and a decision is being made about whether to make a claim, based on how it may impact premiums. The Dental Health line is also over budget because of the structure of the payments, which will even out. Cathy would like to see the amount budgeted for Materials be spent. Luann asked if there are online resources the library could provide that the schools do not, and suggested databases like Chilton's. Jim reported that purchases were made using trust fund accounts. Also, encumbered funds were spent on the light pole and HVAC-related expenses.

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

### **Correspondence:**

Jenn will send a card to Roy Jeffries.

### **Friends of the Library:**

Vendor Fair is coming up, 9am-2pm on November 19. Signs have been redone and then will be posted after election signs are down. Papa Gino's will be selling pizza at the fair. Cab suggested moving furniture and display cases and placing tables in the area. He requested that dining take place in that one area and not allow food to be carried around the library. Michelle said they are looking for help during set up on Friday afternoon and also on Saturday to support food service and raffle ticket sales. She requested that Cab help to open the library on Saturday morning at 8am. Vendors will park at the dentist's office to allow for guest parking at the library. Cab asked for the Friends to develop a list of areas for help so volunteers can sign up. Cab will see about pages supporting the set-up needs.

### **SNHL Co-op Report:**

The group met. The update to the library system is going to be late this year, perhaps not happening until the new year. Also, paypal will be integrated into the system, possibly for fine payments and such. Cab explained that the expense of this system is well worth it in comparison to other options. Jim asked about the use of paypal in other areas for credit card use. Cab will send along details about what he has on this already.

### **Director's Report:**

Cab has been working on several major items: Health Insurance, Project Manager, and Strategic Planning Team being the largest items.

*Health Insurance*—It's open enrollment time. Cathy added that the health care options changed significantly, so they have a lot to look at. Cathy reached out to the inter-local trust for pricing.

Jim said that in addition to needing to look at budget when health care is decided, utilities will also require follow up to be finalized.

*Project Manager*—Jim feels it will be a cost savings in the end to work with their Project Manager. Cab is working on it, with mixed feelings on how things are going. Luann will follow up with Rick again to have him reach out to Cab. Jim said that even though the Project Manager has left some tasks to Cab that perhaps he should have done, they will follow his recommendations.

Regarding fire suppression systems, there was discussion about involving John McCardle for advice.

*Strategic Plan*—Cab reported that it is going well, with two meetings so far. The next meeting will more formally use the Essential Worth process. A sub-committee has been formed to gather community input.

Cathy asked about holiday schedule. Cab is working on it.

Performance Evaluations are being finalized.

#### **Old Business:**

Jenn reviewed each item on the action list.

- HVAC contract signature. Cab said there are updated contracts with both the controls company, ENE, and the independent company, EHNE. Still open.
- Disputed invoices with ENE—Still open.
- Luann gave Rick's number to Cab for project manager follow up.
- Updated financial policy—Jim says this is still open. Cathy requested it be ready by next meeting.
- Bricks—Cab was going to review. Still open.
- Safety review—Still open.
- Furniture ideas—Still open. Cab will ask them more formally to look at it. Jenn volunteered to help evaluate furniture.
- Chrisco Construction--Septic was pumped and all looks good. Repairs were done including a new baffle. It was recommended to redirect brine discharge from water softening system. Still open.
- Statistical reporting about programming—Cab will do this after budget season. He has prepared rough numbers for the Strategic Planning Team.
- Digital Road Sign—Jim asked for this to be added to list.

#### **New Business:**

Jim wanted people to know that the project to digitize town reports is still ongoing. Inventory from historical society is being merged with library inventory and will then look at funding and vendors. Jim said there are only 4 years during the civil war 1862-1866 that are missing. Cab suggested setting up alerts on a couple websites to find these missing reports.

Next meeting: December 13, 2013 at 10:30am.

Adjournment 12:10pm.

Respectfully submitted,

Melissa Theberge