

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**December 13, 2016**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 13, 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. Jim will bring small Christmas gifts to a couple of people in the community as an acknowledgement from the Board.

**Secretary's Report**

Motion to approve minutes from the non-public session held on November 8, 2016 made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Motion to approve minutes from the regular meeting held on November 8, 2016 made by Jenn Kiarsis, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim provided a summary report. All items marked "reimbursable" will settle out to zero by year's end. Bookkeeping will come in on budget. The Liability line needs some adjusting as well as Facilities to account for microburst expenses and insurance reimbursement. There was discussion about whether a back-up generator would have presented the surge that caused damage. Jim said Facilities is under budget. Cathy asked if these excess funds can be used toward Septic. Cab said yes and explained that capital reserve funds could be used too. Jenn asked if the same excess funds could be used for furniture and the answer was that it was yes. Jim said Materials is going to end right on budget and Cab said orders are in process to make this line end just on target. Online Services will end on budget. Payroll will end under budget. The Dental Health line is misleading because the payment cycle doesn't quite match the budget calendar. Continuing education will probably be under budget. Programs is looking to be right

on target or slightly over budget. Supplies and Tech Services will be on budget. Utilities will be under budget. Jim said that overall it is looking to be under budget.

Regarding encumbered funds, not all of it has been spent. So far, HVAC expenses, the light pole, and the cost for a Project Manager are part of that. The Project Manager position was intended to save money and so far this has definitely been the case, offsetting the cost of hiring him and still saving money. There was discussion about what becomes of the remainder of encumbered funds. Jim will be looking at sprinkler system costs and may need to look at encumbering additional funds for this project.

Cab said ENE is at the library this week to work on HVAC and it is almost complete. There is some additional work to be done followed by training. Jim pointed out that a new service contract is necessary as well as documentation related to this.

Jim has reviewed the investment policy and recommended approving it.

Motion to approve existing financial policy was made by Cathy Willis, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept donations made in 2016, totaling \$1385.00 so far, was made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Jane shared some details about TD Bank procedures.

### **Correspondence & Communication**

None

### **Friends of the Library**

Total earnings for Vendor Fair will be available after the next meeting but Michelle reported that the event went well. The Friends are looking to move the Vendor Fair to the Pollard School for future events which would allow for more vendors and would be next door to the church on the same day as their fair.

### **Southern NH Library Cooperative**

Cab reported that there are 35-40 libraries that are Koha libraries. Cab is working to make the process more transparent for libraries to push their own priorities and features more easily. Cab found a simple development that costs about \$1000 and asked the group if they are interested. Twenty-one other libraries responded positively. Cab has found a way to crowdfund this and is moving forward to work with Bywater to find a better system to focus on the bigger concerns.

More specific SNHL news will be shared later in the meeting.

### **Strategic Planning Committee**

Cab reported that the group did not meet in December. One component that did go forward was some outreach to the community for input. This received good response, about 35-40 per day for the 10 questions. More details will be available after the committee has time to process it.

### **Action List Update**

Jenn worked through the list and many of the items are completed. She will continue to maintain a master list but highlights of projects still in progress will be included here.

- *Paypal review and update*—Jim is still working on this.
- *Health plan changes*—Cab and Cathy did gather information and are reviewing it. Cathy is also discussing changes with retirees.
- *Furniture idea list*—Jenn worked on this with Brianna who has researched pricing. She shared some sample photos from Tucker Library Interiors and suggested moving furniture around in the meantime to make the best use of what is already in the library. Michelle offered financial support from Friends. Nelson meeting room improvements were also recommended for tables and chairs. For the children's area, Jen would prefer a round carousel arrangement for computers and 3 more learning stations. Cab said this should be worked up before year's end.
- *Performance Reviews* will be done by year's end.
- *Assessment of Programming*--Cab asked Brianna to start looking at this and she will be able to attend the meeting in January.
- *Project Manager*--Cab and Jim no longer meet weekly with the project manager.
- *Safety*—Cab said a police review has taken place but he hasn't worked with Rich yet to work on this further. Cathy reminded Cab to notify police about repaired lights in the back.

### **Director's Report**

*Community Stories* wrapped up last month. Vets that were engaged in the programs really appreciated it. In review, there may have been too many programs and partners. Communities that already have strong veteran involvement had greater attendance at programming. The Humanities grant paperwork was fairly substantial and in the future it may be better to work with individual partners.

*Major Gifts:* Alice is looking at a Major Gifts program for the library using priorities identified by the Strategic Planning process.

*Website:* There are requests for the website to be more user-friendly on mobile devices. This should be happening by the end of the month. Related to this Cab is looking for more information on email concerns.

*Digitizing Town Reports:* Cab and Jim are working on a trial run with Advantage Preservation. If this goes well, Jim said they would work through the collection in three phases. They added that Sean says the town may help paying for it.

*Septic:* Redirecting the brine discharge is the remaining concern. Cab has followed up to get that done.

*Energy Fixed Price:* This will automatically renew in mid January and there was discussion about whether to stay with this plan going forward. Cab has some inquiries in to what other organizations in town are doing. Cathy is going to provide the name of the company that she worked with.

Cab received an email from John Sherman about the warrant article presentation to the Board of Selectmen. Cab is going to their meeting next Monday.

Pizza sales at the Vendor Fair went well and people were respectful of the request to stay at tables while eating.

### **Budget Warrant Article Approval**

There was discussion about voting to approve the Warrant Article. It requests \$65,000 and includes language about the Board of Selectmen being the Spending Agent when funds need to be accessed.

Motion to submit the Warrant Article for the Library Building Capital Reserve Fund for \$65,000 made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve the library budget of \$554,432 made by Jim Peck, seconded Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **New Business**

Discussion about the open Board of Trustees positions for the March election. Jenn is deciding about whether to run again or not.

Out of Town Retired Teachers Library card discussion resulted in leaving it up to Cab to decide when it comes up.

The Board decided to meet briefly on Dec 29<sup>th</sup> at 10:30 to finalize year end financials.

**Next meetings:** December 29, 2016 at 10:30am and January 10, 2017 at 10:30am.

Adjournment 12:38pm.

Respectfully submitted,

Melissa Theberge, Minute Taker