

PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
April 4, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, April 4, 2017.

Present: Catherine Willis, Chair  
James Peck, Vice Chair  
Jane Query, Treasurer  
Luann Blair  
Michelle Sykes, Friends of the Library, Alternate  
Rosemarie Bayek, Alternate (voting today)

Not Present: Jennifer Kiarsis, Secretary

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 10:39am.

**Election of Officers**

Postponed to next meeting.

**Secretary's Report**

Motion to accept the February minutes as amended was made by Jim Peck, seconded by Luann Blair. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim explained the Treasurer's monthly financial report. The second town payment was deposited after the report was completed and will be reflected in next report. There is a legal payment Cab explained resulted from a consultation regarding water discharge system. In calling DES for information, a few regulatory items were presented that required follow-up. It seems that changes to the system, since it is now a public water system, will require DES approval. Moving on, Jim said the Materials line is high and Cab said the change is due to the invoice system from Baker & Taylor. Due to a change from paper to digital invoicing, payments hadn't been made for a few months and were then done in one large sum. Jim continued and said Continuing Education reflects a genealogy course Raven took. Programming looks strong so far and events have been popular. Utilities looks on track. Usage appears lower which may account for HVAC upgrades and/or mild weather for a number of days. A portion of the Jeffrey fund was used toward the outdoor reading circle. Encumbered funds have been spent on HVAC, and a portion remains for sprinklers. Library Warrant Article passed at March voting which means there is now \$100,000 in the fund. Jim mentioned that a generator is a possible use for power outage uses and will mention this at a meeting he has tomorrow. Jim reviewed the Funds report. He said the Jeffrey funds can be used at the Trustees' discretion. Luann suggested a handicap accessible door at the restroom near the Nelson Room. Cab will look into this. Cathy asked if there were funds that could be used towards a sign to expedite that project. Jim says town-level approvals need to be looked at first.

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

### **Correspondence and Communication**

Cab said the Thursday morning quilting group is donating \$75, possibly to be used with Jen's sewing programs.

### **Friends of the Library Report**

Michelle says that their current balance is \$5010.98. They purchased a WiFi hotspot from T-mobile which includes a monthly fee. It is ready to go out on loan. There will be a contract in place for patrons before checking it out. Cab is working with the Friends to set this up. A Gentle Yoga class will be offered again, with a \$5 donation from participants. First class will be April 14, 6-week class. Cab will have Brianna set up a registration system.

### **Southern NH Library Cooperative Report**

Sandown has an interim librarian in place while they search for a new librarian. The Hampstead librarian has been attending the Cooperative's meetings and is still interested in possibly joining. The annual meeting is in May.

### **Strategic Planning Committee Update**

Meeting to be held this Friday, April 7. The committee is preparing a survey to distribute to the town, and a list of stakeholders to talk to about the library. SWOT analysis is also in progress.

### **Project Management Updates**

- HVAC—Essentially completed and need to acquire official documentation.
- Sprinkler System/Generator—Meeting tomorrow morning with John McCardle and Paul Lucia. Need to choose which of the 3 proposals to pursue.
- Water Softener Discharge—See previous notes in Treasurer's Report.

### **Director's Report**

- New museum pass was purchased for the Independence Museum in Exeter.
- CSA program is getting organized with Brookford Farm. It was shared on Facebook yesterday for public input and interest. Cab will share more widely if it seems like a viable opportunity.
- The Reading Circle is complete and looks great. A ceremony will be forthcoming.
- Furniture—Brianna has been developing a wishlist for the area near new books. Cab will share pictures with the Board.
- Genealogy program—Raven is looking at sharing what she learned with staff as well as working with Jim to develop programs. Cathy suggested targeting a midday event and inviting seniors.
- Major gifts program—Language on the library website is improved. Mailings for an appeal have been postponed until after the strategic plan surveys are done so that the public is not receiving too much mail from the library at once. A donation link has been included on the website too.
- Library Trustee conference is coming up in late May. Cab is attending.

### **Old Business**

Historical perspective on donations is postponed.

**New Business**

- Jim presented a donation to the library of a framed copy of library rules from 1930.
- Jim mentioned the donation box at the front of the library for animal rescue league.
- Jim is re-instituting a study group to move the historical society to the library. Of course, this may include a physical addition to the library, additional staff, etc.

Adjournment: 12:11pm

Next meeting: Tuesday, May 9 at 10:30am.

Respectfully submitted,

Melissa Theberge