

PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
May 10, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Wednesday, May 10, 2017.

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

Not Present: Luann Blair  
Michelle Sykes, Friends of the Library, Alternate  
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 10:35am.

**Secretary's Report**

Motion to accept the meeting minutes from April 4, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 3, Opposed 0, Abstentions 1. (Kiarsis)

Motion to accept the meeting minutes from May 3, 2017 was made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept the nonpublic meeting minutes from May 3, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

**Treasurer's Report**

The Financial Analyst, Jim Peck, explained a clerical error/discrepancy in the Facility Expenses that will be corrected by the next report. Materials is over budget, partially due to the ordering schedules and partially due to the invoicing change by Baker & Taylor referenced in April minutes. Jim and Cab will look further at this. Discussion about teen book area and ordering. Cab explained that adults are also interested in reading books in this area. Continuing education budget discussion--Cathy suggested having on-site training. Cab explained that staff are attending additional trainings. Moving on, Programs spending will increase as summer reading program launches. Utilities is running under budget, likely due to weather and possibly due to HVAC improvements but it's hard to be sure. Special Funds report looks as expected. Cathy will work to have explanations for the various funds by the next meeting. TD Bank sent new tokens to be activated by June. Jim will set up a meeting with the bank and Cathy will look into the bank fees further.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Jim Peck. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Query).

### **Correspondence and Communication**

Respect Program will be held on May 20 at the Town Hall.

Jenn will restart the Action List.

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

Deferred to next meeting.

### **Children's Librarian Update:**

Jen Dawley visited and shared several updates:

- Reading Buddies program was very successful with 21 big kids and 21 little kids.
- After school programs are very well attended.
- Cooking for teens event is popular, with a local professional chef who runs it.
- Co-sponsored program with recreation department—movie and popcorn.
- New coding program is very successful.
- Parenting programs are successful.
- Pollard auction—Jen was “purchased” to read stories to a local preschool.
- Animal program was well attended.
- Felting program was full and adults are interested. Programming coming for that.
- Story hours are all full.
- April vacation attendance is up 17% over last year.
- Attendance overall to programming is up 5% over last year.
- Furniture orders are in.
- New computers are pre-loaded with kids' programming.
- Reading Circle event will be May 16<sup>th</sup> with ribbon cutting at 3:30pm. Cab suggested inviting town leaders.
- Summer Reading program kicks off June 22 5-7pm. Theme: Build a Better World.

NEEDS:

1. iPads are aging. She would like 2 new ones. Jim suggested using donated funds.
2. Lego kits for robotics. \$1500 for entire package, serving about 10 kids at a time with opportunities for older and younger kids.

There was consensus by the Board to purchase both of these items.

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

The Annual Meeting was held recently. Jane, Michelle, and Luann attended. Cab would like to see the format of these meetings change to be more interactive discussion. The group still finds COHA to be efficient and cost effective. Kimi Nichols book transport plan is working well.

### **Strategic Plan Update**

Next meeting is in June.

### **Director's Report**

*Fire Suppression*—Cab reported that 3 proposals are in and being reviewed by the team. They have narrowed it to two, will decide soon, and expect work to begin over the summer. Capital reserve funds and encumbered funds will be used for this project. Generator project is on hold until the fire suppression is further along.

HVAC project may qualify for energy rebates.

**Old Business**

Tour of the building—Purpose is to evaluate and list possible projects, ideally with Rich in attendance. Scheduled for June 13<sup>th</sup> at 10am before the regular meeting.

Old Home Day—June 17. Cab will look into having a table. Jim would like to have attention drawn to the mural.

Motion to move to Nonpublic session made by Jim Peck, second by Jane Query.  
Specific Statutory reason cited as foundation for the nonpublic session: RSA 91A:3, II.

Roll call vote to enter Nonpublic session:

Cathy Willis	YES
Jim Peck	YES
Jane Query	YES
Jenn Kiarsis	YES

Nonpublic session began at 12:15pm.

Respectfully submitted,

Melissa Theberge

DRAFT