

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, October 10, 2017

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

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

Not Present: James Peck, Vice Chair
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 10:36am.

Secretary's Report

Motion to accept the public special meeting minutes from September 12, 2017 was made by Rosemary Bayek, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report

Jane shared that payroll is going well. Cab shared some highlights on Jim's behalf. The monthly report shows the same trends as recent months. The net amount under budget likely reflects lower payroll at the moment but should even out by year's end. If the year-end budget stays on the current trend, there may be an opportunity to fund wireless upgrades. Cab says by the next meeting there should be accurate year-end numbers and a decision can be made on the wireless upgrade expense. Discussion about the Funds report included Cab's suggestion to have an ongoing plan for how to use the funds generated from library equipment, such as the copier.

Motion to accept the Treasurer's report was made by Michelle Sykes, seconded by Rosemary Bayek. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Query).

Correspondence and Communication

None.

Friends of the Library Report

- As of October 3, 2017, income from yoga totals \$1199, and classes are continuing until the end of December, and longer if there is interest.
- Vendor Fair planning is ongoing. There are 9 vendors currently and they would like 20. Papa Gino's will supply some pizza and salads for volunteer lunches. The Friends are short on volunteers for the day. Michelle asked Board members to help if needed, and Rosemary offered. Cathy can help for a short time as well and Cab suggested asking for help on the Facebook page.

Michelle confirmed that Cab will talk to Dan Garlington about helping post the signs around town, beginning around November 1.

Southern NH Library Cooperative

No news.

Strategic Planning Committee Update

Cab shared the current draft with the Board, showing the key strategic issues and the major goal areas. A community forum will be held next Wednesday, October 18, in the evening. Focus groups are also planned to target certain demographics. Next meeting of the committee is October 20. Cathy asked if staffing needs will be included in final plan document.

Project Management Update

- LED: Sylvania project manager has visited and is waiting on final word on what color temperature the lights should be. Staff preferences are varied. Cab said additional funding has become available. Once the light color is decided the installation will happen quickly.
- Fire Suppression: The Fire protection engineer has finished the design work. Cab is following up on moving forward.
- Next Projects: CIP items are coming up, but there is no critical project waiting for attention. Cab said that staff input says the digital sign is the next critical project. Cathy suggested moving this forward soon and possibly attending a Planning Board meeting. Cab will begin taking steps toward this. Cathy asked if there are security alarm calls coming in and Cab will check with Paul on this. There was discussion about location on the missing fire pit that used to be in a shed, as well as discussion about purchasing a new one.

Action List Update

To be discussed next month.

Director's Report

- The Plaistow Library is hosting the Merri-Hill-Rock meeting tomorrow, October 11.
- FEMA training session is on October 28, on the Incident Command System.
- November 15-16 is the NHMA annual conference. Cab has been invited as a panelist on the topic of Util and energy efficiency management.
- Performance reviews are in process for two staff members.
- Passport program is going well.
- Regarding Assistant Director position, Cab said it's been on the back burner with other projects and concerns. Rosemary asked about salary comparison and if that's a concern. There was discussion about these issues and Cab said that filling this position is a high priority.

Old Business

Memorial Brick Project: Options are to replace piecemeal or remove all the bricks and start over. Cathy shared proposals that are much higher than the Board wants to spend. To replace just the 30 or so that really need work totals about \$1000. Letters will be sent to brick sponsors to clarify that there won't be future replacement at library's expense again. New pavers will replace the bricks that are being repaired.

Motion to approve the proposal from AJB Farms Landscaping was made by Rosemary Bayek, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

New Business

Employee Handbook update. Cab has a printed copy and one online and will ask for an annual signature from staff on this document. Jenn, Cathy, and Cab are reviewing the library handbook and comparing it with the town handbook to update it.

Motion to move to Nonpublic session made by Rosemary Bayek, seconded by Jane Query. Specific Statutory reason cited as foundation for the nonpublic session: RSA 91-A:3, II(a).

Roll call vote to enter Nonpublic session:

Cathy Willis	YES
Rosemary Bayek	YES
Jane Query	YES
Michelle Sykes	YES

Nonpublic session began at 12:02.

Respectfully submitted,

Melissa Theberge, Minute Taker