

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, November 14, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 14, 2017.

Present: Catherine Willis, Chair
James Peck, Vice Chair
Jane Query, Treasurer
Jennifer Kiarsis, Secretary
Rosemarie Bayek
Michelle Sykes, Friends of the Library, 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 10:30am.

Informal discussion to review the process for emergency situations such as an active shooter. Cab will check on panic buttons and ask the Plaistow Police Department about training.

Secretary's Report

Motion to accept the public meeting minutes from October 10, 2017 was made by Rosemary Bayek, seconded by Jane Query. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Peck).

Motion to accept the October 30, 2017 special meeting minutes to review and discuss the revised budget was made by Jane Query, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis, Peck).

Motion to accept the November 4, 2017 special meeting minutes to discuss, review, and vote on the proposal presented to the Trustees from the Town Manager, and to finalize a response letter was made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 3, Opposed 0, Abstentions 0.

Treasurer's Report

Jim, as Financial Analyst, reviewed the report. At ten months in, some lines are running under just a bit, including payroll and utilities. Lower utility figures may reflect both the mild temperatures and the tuned-up HVAC system. Overall the budget looks right on track for the year. There are still funds encumbered for the sprinkler system that will be partially spent down by year's end. To re-encumber funds, a contract will have to be in place for the upgrades. The work won't be completed until 2018. There was discussion about the growing fines account and how to spend it. Its use is limited within the RSA and has been accumulating over many years. Perhaps when the strategic plan is finalized there will be ideal areas to utilize this fund. There was discussion about procedures for spending memorial funds. Cathy and Cab will check on this.

Motion to accept the Treasurer's Report for November, 2017 was made by Jenn Kiarsis, seconded by Rosemary Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Correspondence & Communication

Cab shared that Flo Rullo's family sent a thank you card for the flower arrangement.

Friends of the Library Report

Michelle said the Vendor Fair is Saturday, November 18, 2017 with about 19 or 20 vendors. Signs and flyers are all over town. They are meeting today to finalize plans for seasonal raffles.

Southern NH Library Cooperative Report

Cab reported that the new Koha system will allow for text notifications for patrons. He said at month's end they are also offering two 3-hour customer service training sessions for staff.

Strategic Planning Committee Update

Meeting on Friday, November 17, at 11:30am to review the draft document. With the committee's approval, it will then move to the Board of Trustees for final approval.

Project Management Update

- *LED Replacement Lights:* With the rebate increase, it is unclear who will benefit from the extra funds. The Board wishes for the rebates to reflect proportional benefit to both the library and the town. Jim will speak with Julian Kiszka about the LED issue. The LED project is scheduled to start at the end of this month. Library operation should continue as normal that day.
- *Fire Suppression System:* Walk-through is scheduled to clarify the plan and ask questions of the possible contractors. Cab hopes a contractor will be in place by year's end.

Action List Update

- New hiring policy—The plan was to review the hiring policy and then review additional policies afterward, as well as the employee handbook. Cathy, Jenn, and Rosemary will plan to work on this in January.
- Google Drive—Cab will set up a Google docs page for the Trustees.
- CIP—Cab will share a copy with the Board of Trustees.
- Assistant Director position—Cab will send the job description to Trustees.
- Grant money investigation—There are still funds in the Friends account that needs to be designated and spent. Cab will provide ideas to Michelle.
- Strategic Plan survey—Results still need to be sent to Board of Trustees.
- Roy & Tom follow-up.—Jim still needs to speak with Tom. Roy's funds have been spent now.

To expedite things, Jenn offered to review the remaining list items not covered here, add today's new items to the list, and share with Trustees for later review.

Director's Report

- Telephone/internet proposal: In the interest of better internet speed and improved service, Cab has researched options. The proposal includes a combined bundle service for both internet and phone with significantly improved speed. Pulsar alarm system said that the library can make this change work but there will be a cost increase to account for the lack of a land line. Cab will confirm that the Pulsar change would work before changing everything else. In order to also improve and upgrade the wireless access, the cost would increase by approximately \$12,000. Cab will move forward with the bundle proposal, and the wireless upgrade will be on hold until next month's budget review.

- Children’s Programming: Jen has a lot going on with programming and she even has waiting lists for some events. She is doing a 6-week STEM program with UNH. Author Roseann Sdoia is also visiting in the coming weeks.
- The wireless Hotspot gets checked out quite frequently.
- Nuwav Legal Documents: The library is trying a new database to provide access to many basic legal documents for residents.
- The Facebook page has reached over 1000 followers.
- FEMA Training: Cab attended this training on the Incident Command System.
- Passport program is going well and is being used frequently.

Old Business:

Brick Project—On hold.

New Business:

- Health Plan—Discussion to provide a cash incentive for not taking the library health insurance policy. The Board will need to adopt a policy about this as the town has done.
- Health Trust requirements for Life and Disability—There is some confusion about how the library’s policy may be inconsistent with the official policy certificate. The Board’s policy can remain as it is, but then the certificate needs editing. If the discrepancy remains, there is an additional cost to be incurred. Research is required before proceeding.
- Christmas Celebration: December 12 after the meeting.

Library will be presenting the budget to the Board of Selectmen on November 20, 2017.

Next Meeting: December 12, 2017 at 10:30am.

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
James Peck	YES
Rosemary Bayek	YES
Jane Query	YES
Michelle Sykes	YES

Nonpublic session began at 12:30.

Respectfully submitted,

Melissa Theberge, Minute Taker