

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
February 13, 2018

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 13, 2018.

Present: James Peck, Vice Chair
Jane Query, Treasurer
Jennifer Kiarsis, Secretary
Rosemarie Bayek
Michelle Sykes, Friends of the Library, Alternate, Voting Today

Not Present: Catherine Willis, Chair

Others Present: Cab Vinton, Library Director
Melissa Theberge, Minute Taker
Megan Lee, Guest

Call to Order

Jim Peck called the meeting of the Board of Trustees to order at 10:33am. Today's guest, Megan Lee, was introduced as the new Alternate, and is awaiting official approval.

Election of Board Officers

Jane Query nominated Jim Peck as Chair, Jenn Kiarsis as Secretary & Corresponding Secretary, Jane Query as Treasurer, and Cathy Willis as Vice Chair. Seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

By-Law Change

Jim has drafted some necessary By-Law changes because as chair and Town Auditor he cannot sign checks. The changes allow the Vice Chair to assume duties as Treasurer instead. Jim Peck motioned to make the noted By-Law changes, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Personnel Committee Appointments

Cathy and Jenn both wish to continue serving. Jenn said they still need to work through the employee handbook and compare to the town handbook.

Secretary's Report

Motion to approve the February regular meeting minutes made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jane reported that all is going well. She shared a quick update about TD Bank deposits: they do not require an itemized list of checks, and a printed tape of the items is sufficient.

Jim, as Financial Analyst, described the monthly report. He explained that the overall totals show the library being under budget to date. The March electric bill variance is due to timing of payments. Personnel lines will have a possible edit so that Scott is listed there. The Health variance may be due to advanced budgeting plans versus actual health plan costs. Passports continue to be a solid income

stream but they need to be sure the time expended on passports does not become overwhelming and detract from other library work. Programming is generally on budget. Under encumbered funds, \$2000 was spent on fire suppression consultant and \$11,000 additional funds for the network expenditures.

Jim has reviewed the Memorial Funds with the help of Laurie's and Cathy's research and he is pinpointing the details of each. He is also working on sending letters to all Fund owners to get updated information. Jim also explained that the fund totals are on track, but with a slight rate increase, all totals went up a bit. Memorial bricks are reflected on this document also. The special funds largely reflect the passport income.

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

Correspondence and Communication

Cab received a note from the My Brother's Keeper quilting group letting him know they went ahead and replaced a coffee pot. Jenn will send a thank you note.

Friends of the Library

Michelle reported that today at 1:00 the Friends are helping celebrate the staff for Library Staff Appreciation with cake. Cab booked a massage therapist for the staff next week. Michelle said the Friends' funds are stable and growing and there are plans for a possible tea this spring. Yoga will be extended until December for now. A Mother's Day raffle basket is on the front desk. They have added one new library pass for NH State Parks but there are some usage restrictions to note. They are considering a Stonehenge pass too.

Southern NH Library Cooperative

Cab reported that the annual meeting is coming on May 7 at 7pm in Sandown. Jenn volunteered to attend as well as Rosemarie. Jim will consider it. The three directors are working on a collaborative report and are looking for information from Trustees indicating what they'd like to see included. A COHA upgrade is coming in a few months.

Building Project Updates

- *Fire Suppression:* The pipe has been ordered but is difficult to acquire. Cab is working with Carter Sprinkler to get a definite timeline and it's a "maybe" for May/June.
- *LED Update:* The project is essentially complete. Cab is finishing up paperwork with Unitil & Sylvania. Final cost to the library will be \$2700 less than expected. Our share includes \$20,492 out of CIP, with projected savings of about \$500-600 per month, which represents about 20% of the total electric bill. This project has solved many lighting projects in the library.

Motion to recommend to the Board of Selectman payment of up to \$21,000 from the Library Capital Reserve Fund to be used toward the cost of the Sylvania LED Upgrade project made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- *HVAC Issues:* Cab said the system is noisy so he has sent a letter of complaint about some outstanding issues. A technician was out to see the system last week and said that most places with similar systems opt to have duct mufflers that help with noise. Cab is frustrated to hear that this is an option that was unknown until now. He'd like to have a second opinion in to evaluate possible

next steps. The technician also noted some missing insulation in some areas. Jim offered to sit in on a meeting with Cab and the installation team. Cab will book this and will also forward Jim the email he sent to the company.

- *Nelson Room*: Cab explained the plan to install keypad access, including a one-time code for a group to use the space, which would allow access 24/7. Jenn asked about the door that needs replacing. Cab said the access code pricing is about \$1500 but the rusting door frame replacements will be approximately \$2000. Funds could possibly come from Restoration/Replacement or Grounds. Discussion about room policy and storage issues highlighted a few concerns about consistency. The group agreed the policy would need updating and Cab would need to check with liability insurance. Jim suggested running a trial month with the keypad access before making too many changes.

Action List Update

Without a current action list to work from, Jenn built a list of outstanding topics to review:

- Flexible Spending Plan: Cab is looking at this as a cost-saving measure that still benefits staff without library paying for services not being used.
- Buy-Back Plan related to Health Care: In progress.
- Gifts related to illness and death: Jenn & Cathy suggested a donation to an organization instead, perhaps a local group if possible.
- Streaming Service: On Cab's report
- Sprinkler Update: Covered earlier.
- Conservation Commission Tree: There is an elm tree to be planted on the property and location needs to be decided in preparation for Arbor Day. Rosemarie will inquire whether it needs to be an elm tree
- Lighting Project: Done.
- Meeting Room Policy regarding Political Meet & Greet: Jenn suggested discussing along with 24/7 policy discussion. Policy surrounding private/public meetings need clarifications.

Director's Report/Strategic Plan

- Cab presented a spreadsheet that indicates what has been started on the Strategic Plan. There is a new evening book club, possibilities for community-led classes, and other co-sponsored events, like Jim's history event.
- Network upgrade is complete with wifi working great!
- Upgrading PCs is extremely time-consuming and not complete.
- Tech Plan has been started.
- Streaming with "Hoopla" has gone well so far—access is more instantaneous compared to usual digital formats.
- Jen is working on Teen Advisory Board but slow-going by nature of teens' interest and availability.

Old Business

Memorial Brick Project—There are 36 new or replacement bricks with inscriptions. Bricks are ordered but not delivered yet.

New Business

Trustee Goals for 2018 – Jim would like to have about 5 goals for the Board to consider in addition to supporting Cab with his projects. A few of Jim's ideas: Filming events, sign replacement, and landscaping improvements near the entrance at Main Street, which would also improve sign view.

The Board gladly recommends Megan Lee as an Alternate to the Board of Trustees and Jenn will send a letter to this effect.

Adjournment: 12:00

Next Meeting: May 8 at 10:30am

Respectfully Submitted,

Melissa Theberge, Minute Taker

DRAFT