

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**May 8, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, May 8, 2018.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jane Query, Treasurer  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate  
Megan Lee, Alternate

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

**Call to Order**

Jim called the meeting to order at 10:35am. Recently, Megan Lee was officially sworn in by the Board of Selectmen as an official Alternate.

**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 of the Chair. Jim Peck motioned to make the noted By-Law changes, seconded by Rosemarie Bayek. Motion approved: Ayes, 5 Opposed 0, Abstentions 0.

**Secretary's Report**

Motion to accept the regular meeting minutes from April 10, 2018 was made by Rosemarie Bayek, seconded by Cathy Willis. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

**Treasurer's Report**

Jim, as Financial Analyst, shared a few details about the financial report. Materials is a little over budget, Online Resources is under budget. Staff expenses is more in line now that Scott has been moved to the Salary line instead of the Personnel-Other line. Programs is over budget but there is a planned transfer of funds from the library's own account in the amount of \$5000. Technical services is over budget due to new adult-area desktop machines with solid state drives, as well as installation support, and WiFi upgrade technical support. Cab explained about how the volume licensing for the software on the new computers was a great deal and that it allows for programs that users would see in the real world. Electric line is under budget which is offset by the slightly higher gas bill. Telephone bill is a bit over budget but Cab explained that it's complicated the way billing works and includes data charges which are higher than phone charges alone. Jim added that the "Other Income" line is high which is passport related, and decisions will be necessary as to how to use this income—programs were offered as a suggestion. Jim said the Enhancement line represents the brick project.

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

## **Correspondence & Communication**

None

### **Friends of the Library**

Michelle reported that the Mother's Day basket will be drawn Wednesday. Scott is working up a new brochure for the Friends for recruitment. The plant sale is scheduled for May 19. The Friends bought a new laminating machine for the library. Yoga is now scheduled through December and continues to generate a strong income. Some funds will soon be used to support the Summer Reading Program. They are also working on reimbursing families who use passes on days that are "exceptions" at the museums, but this discussion will be postponed until 2019. The Board asked for some statistical information about pass usage—Cab will distribute this.

### **Southern NH Library Cooperative**

There was a meeting last night that some of the Trustees attended. Jenn said there is not a lot in the By-laws for the cooperative regarding adding new libraries but there is discussion about Hampstead as a future possibility. Next year, Plaistow will host the meeting. Regarding a question about "weeding out" books or patrons every few years, Cab explained that there is a method for this.

### **Building Projects Update**

*Fire Suppression*—This is in the process of being scheduled and it will take 2 months. Cab will ask if it could be faster if the library were closed, etc.

*Lighting*—Jim asked for status on this. Cab is awaiting response from Sylvania.

### **Action List**

- Hiring Policy Review re: interim status – DROP at this point.
- Review Town Employee Handbook – Cathy will take this on.
- Healthcare Plans/Reimbursement – Cathy & Cab need to get to this.
- Law about gross budgeting with Memorial Funds – DROP at this point.
- Investigate grant money balance – Cab said it will be spent along with Friends advisement.
- Panic button test – Cab said they were tested a few weeks ago and it will be an annual test.
- Surge Protection – Cab has a quote but other experts have told him it won't help the problem so he is still investigating how to proceed.
- Active shooter training – Cab and Captain Eiro are working on the scheduling. Tues/Wed PM is best.
- Signage for Library – Jim is taking this on as a goal. Michelle said Friends would support this.
- Memorial Donation Info – Jim has worked on this and it's coming together.
- Memorial Fund Letters – Jim is prepared to do this as well.
- Cullen Funds – Jim has been meaning to visit him and Jenn D has a wish list.
- Letter to BOS about Megan Lee as an Alternate – Done.
- Note about coffee maker – sent.
- Door in meeting room – Cab has a quote and is awaiting more.
- Keypads for 24/7 access – Cab has a quote for the work but the policy needs editing.
- Hopkinton Library follow up on HVAC re: duct mufflers – Cab has talked with ENE who services them and it's not a comparable set up. He will talk to Paul about this tomorrow.

### **Director's Report**

- Jenn is planning summer reading and has redesigned a portion of the room to include a tee-pee. Summer reading starts June 21 with Touch-a-Truck.

- CSA will be on again with a partial season and a full season with Brookford Farm.
- Raven shared about her current projects. She found copper printing plates a few years ago, contacted the national archives, and was advised to put them in cotton bags and label them. She has cataloged them and included visuals for reference. Down the road, she'd love to have the copper plates be used as a print for notecards to support the cataloging process and the room. Cathy noted the importance of having these copper plates included on the library insurance policy. Volunteer Project Idea: Invite high school history honor society students or others to help map the locations of these plates on a map. She has 50 plates and only about 10 left to catalog.
- Patron concern this week – Cab contacted police.

### **Strategic Plan Report**

Cab distributed an update report. He says there is forward motion on “underserved” populations. Cab and a few others are attending the PACE meeting. A new resident meet & greet is being planned and a community calendar is in discussion. New PCs are in and just need printer connection. Space needs analysis is underway.

### **New Business**

*Background Check Policy* – Cab said the library is being audited by the state police on this. Cab has drafted an edited version of the background check policy for the Board's review.

Motion to accept the Employee/Background check policy with the changes discussed was made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

*Meeting Room Policy Addendum* – Cab explained there is a main policy and an addendum and they are not consistent. This will be on the agenda next month.

Motion to adopt the amended Meeting Room Policy was made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

### **Trustee Goals**

Jim has drafted some goals: grounds enhancement, digital sign, filming of programs, and increase of the historical society displays at the library. Cathy would like to focus on senior programs beginning with discovering what seniors would like to have offered. She'd like to see Senior Teas on the schedule again. She'd also like to see a Ladies' Night/Day out. She also suggested a newsletter that could highlight features for seniors. She'd like Cab to provide a list of possible seniors with whom she might develop a task force.

Adjournment: 12:15pm.

Next meeting: June 12, 2018 at 10:30am.

Respectfully submitted,

Melissa Theberge, Minute Taker