

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
August 7, 2018

The Plaistow Library Board of Trustees held a special session at the Plaistow Public Library on Tuesday, August 7, 2018.

Present: James Peck, Chair
Catherine Willis, Vice Chair
Jane Query, Treasurer
Jennifer Kiarsis, Secretary
Rosemarie Bayek
Michelle Sykes, Alternate

Also present: Scott Campbell, Assistant Director

Not Present: Megan Lee, Alternate

This special meeting was called for the primary purpose of obtaining approval on projects that are now time sensitive, and also to have a broader discussion regarding other projects that are being considered by the Board. Meeting call to order was at 10:33 am.

First order of business was to authorize the payment of a second invoice received from Carter Sprinkler for work completed on the fire suppression system project to date. Motion was made by Rosemarie Bayek to authorize the amount of \$54,577 to be withdrawn from the Library Capital Reserve Fund in payment of the John L. Carter Sprinkler Company invoice dated July 19, 2018, seconded by Catherine Willis. Motion approved: Ayes 5; Opposed 0, Abstentions 0.

Rosemarie Bayek raised a question regarding the need for the Board of Trustees to review each invoice received relative to a project, authorizing by motion for the amount to be withdrawn from the Library Capital Reserve Fund. It may be more practical to authorize the payment of the project as a whole when completed, and at that time have a motion made by the Board of Trustees to authorize the withdrawal of the total amount from the Library Capital Reserve Fund. This will be reviewed by Jim Peck with the Town Manager and Board of Selectmen.

There were four projects presented by the Chair to be reviewed by the Board:

1. Nelson Room AV Upgrade

Scott reported that the upgrade to the AV equipment in the Nelson Room is on track. He has been able to corral Dean (AV equipment) and Jason (computer equipment) together in a coordinated effort to get this upgrade completed. There will be permanent fixtures (ceiling and walls) to enhance room volume and improve video. This is a project that has been considered for many years. It is time sensitive at this point as Jason has a helper who will be leaving in a few weeks.

Funds for this project will come from the Passport Fees account. Scott also mentioned that a component table/cabinet will be needed to house the equipment.

Motion to approve the upgrade to the AV equipment in the amount of \$4,000 was made by Jim Peck, seconded by Catherine Willis. Motion approved: Ayes 5; Opposed 0, Abstentions 0.

2. Comfortable Chairs for the Nelson Room

Scott reported that the "comfy" chairs proposed to replace the current uncomfortable plastic chairs are cushioned both seat and back, and are relatively stackable (possibly from 5 to 10). They are \$400 retail,

but we received a considerable discount and the cost will be \$260 for armed chairs; \$186 for unarmed. The order will be for one dozen of each. The older plastic chairs will be retired as they become broken and/or unusable.

Funds for this project will come from the Restoration and Replacement account.

Motion to purchase 24 chairs for the Nelson Meeting Room in the amount not to exceed \$5,500 was made by Catherine Willis; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0, Abstentions 0.

3. Countertop Replacements

Another project that has been considered for many years is the replacement of the Main Circulation and Children's desktops/counters. Repairs to these desks and attempts at adhering the laminate has been done several times, and the years of wear are apparent.

Scott provided samples of a solid surface engineered quartz replacement which has been quoted by a local company, at a substantial discount. The material is $\frac{3}{4}$ " thick and is impervious to most everything. The material does not require sealing and has a 15 year warranty. The staff has looked at the samples provided and the majority like "Thunderstorm". The Board agreed.

Montes Marble and Granite will need a two week window for installation of the product. Some carpentry work will need to be completed prior to the installation in order for the base of the desks to support the weight of the new solid surface. The company also is willing to minimize down time at the Library by working on the weekend.

Funds for this project will come from the Restoration and Replacement account.

Motion to authorize the replacement of the Main Circulation and Children's Desk countertops in the amount of \$8,000 was made by Jane Query; seconded by Rosemarie Bayek. Motion approved: Ayes 5; Opposed 0, Abstentions 0.

4. Children's Furniture

Research for replacement and additional furniture for the Children's area is on-going. Jenn Dawley will also be fund raising. Respecting the wishes of a library benefactor, the Board was asked to use his fund for the benefit of the Children's Department. It was decided that the Board will leave a minimal amount in the Cullen Memorial Fund for posterity.

The furniture previously purchased a few years ago has not met the requirements of patrons. The Inchworm and small picnic tables will be replaced. It was recommended that a plaque of some type be created for Tom Cullen in the Children's area as his contributions are greatly appreciated.

Michelle Sykes offered to review with the Friends of the Library the possibility of a contribution toward this effort. The Friends are meeting at the end of this month.

Funds for a portion of this project will come from the Cullen Memorial Fund and future fund-raising.

Motion to withdraw the amount of \$4,200 from the Cullen Memorial Fund for the purpose of purchasing furniture for the Children's Department was made by Rosemarie Bayek; seconded by Catherine Willis. Motion approved: Ayes 5; Opposed 0, Abstentions 0.

Jim Peck raised the subject of the Director Review and asked that all present send him a completed form. Also Jim asked if anyone had the final version of the 2017 review electronically. Jenn Kiarsis thought that she might, and offered to send it along.

Rose Bayek will not be able to attend the regular meeting of the Board of Trustees on August 21, 2018. We will also be having a non public meeting on the date regarding the Director Review.

Meeting adjourned at 11:23 am.

Respectfully submitted,

Jennifer Kiarsis