

**PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
October 9, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, October 9, 2018.

Present: James Peck, Chair
Catherine Willis, Vice Chair
Jennifer Kairsis, Secretary
Rosemarie Bayek
Megan Lee, Alternate (voting today)

Not Present: Michelle Sykes, Friends of the Library, Alternate
Jane Query, Treasurer

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

Call to Order

Jim called the meeting to order at 10:30am.

Secretary's Report

Motion to approve the regular meeting minutes of September 11, 2018 was made by Cathy Willis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0

Treasurer's Report

Jim, as Financial Analyst, reviewed some highlights. The contract with Patricia Sarcione for bookkeeping was shared for review. The Facilities line has gotten high, partly due to HVAC and other item like security improvements. Some of this will be offset with lower line items, such as Electric and Payroll. Cab shared that HVAC age and repair needs are typical. Payroll, Programming, and Supplies are running favorable this year. Passport funds are steady and can be aligned with Postage costs later in the year to reflect income/cost offsets. Grounds enhancement lines have to do with the bricks, including a small profit.

The Funds schedule reflects some changing of fund designations as a result of Jim's research on the specific funds included in the previously titled "Memorial Fund."

Motion to accept Treasure's Report was made by Jenn Kairsis, seconded by Rosemarie Bayek. Motion approved: Ayes5, Opposed 0, Abstentions 0.

Correspondence and Communication

None.

Friends of the Library

None.

Southern NH Library Cooperative

Cab said they have not met recently. There is new update to the library system coming in the next month or so, including training videos the staff will review. There was brief discussion about how to handle fines. Cab noted that it would need to be a cooperative decision between all 3 libraries. He has

heard about voluntary fines as well. He is following the trends on this issue and will report back in the coming month or two.

Building Projects Update:

- Fire Suppression System – Cab said the project is nearly complete and the system has been functional for about three weeks.
- Countertop Replacement – Cab said this is nearly done as well, and there was agreement that they look great!
- Nelson Room Comfy Chairs – Cab needs to check on status of these for next meeting.
- Children’s Furniture Upgrades – This still needs finalizing.

Action List Update:

- Employee Handbook – Jenn says it has been reviewed and is complete. Some sections need to be reviewed by Legal and an electronic copy should be out to the Board by next week. There are a few parts that need review for voting. Cab explained that the earned time changes will require discussion.
- Health Care Plans – Cab is looking at plans, but said it’s a large topic and he has a significant proposal for review.
- Library Sign – Jim was going to go to a zoning meeting but got conflicting info. He was directed to get a permit and then go to ZBA. Because LED is against the town ordinance, it needs to go to ZBA. By law the library is exempt from this but it seems unwise and uncooperative to just go forward without town approval. Jim is looking at a writing a new ordinance to go up for a vote.
- Memorial Fund letters – Jim is not going to send these as there is not enough data.
- Trustee Goals:
 - Cathy hasn’t had meetings yet about seniors.
 - Rosemarie will look at making an appointment for next week at the high school to discuss the scholarship.
 - Megan has spoken to Christina from Rec about the playscape idea and she offered contact info for a company the town as worked with in the past. Megan will speak to Jen as well to coordinate placement. It may be a project that could develop/enlarge over time.
- Active shooter training—not done.
- Include more staff in strategic plan updates—still working on incorporating ideas.
- Capital Reserve accounting—Jim will get exact numbers.
- Negotiation with bookkeeper—complete.
- List of Building Maintenance items--Cab will share with the Board when it’s complete.
- Estimate on seal coating – Cab has one so far and is awaiting a second estimate. This would also include repair near the curbs where it’s cracking.
- Fine Arts insurance – Jim has appraisal for the painting. Cab is pursuing info on other info from Laurie and Primex. Other items that need consideration are the books and the mural. Cathy will reach out to her contact at the Whittier birthplace house for info on appraisals.

Director’s Report

- Raven has basically finished the historic book inventory, a monumental task. There was brief discussion about the microfiche and historic info and what to do with it. (Added to Action List)
- Eagle Scout Story Walk is in process.

- Cab is researching some book selling options where a higher profit is available. He's trying it out to see how it goes.

Strategic Plan Report

Cab shared some updates of projects with great detail. A few highlights from the document:

- There are now grants for "Family Places" themed libraries that he will look into.
- Programming outside of hours is happening successfully. Need to do more of that to check success.
- Looking at a marketing review from a UNH representative.
- Welcome Wagon is in discussion.
- Community Calendar is being tried out.
- Fundraising ideas and major gifts being looked at.(Scott)
- Automated book vending machine being looked at.

Old Business

- 2019 Budget – Meeting went well at town level.
- CIP – There will be a warrant written for \$55,000 for Capital Reserve fund

New Business

- Clearing Trees & Stonewall Proposal: Jim looked at ideas for what to do after trees come down. Stone wall idea was expensive but may be possible with fundraising. Regardless, he said the trees coming down would improve the view of the library, even if the stone wall cannot be done. The Board decided to review input from the landscaper and wait for next month to decide how to proceed.
- Meeting Room Policy: Cab shared a document that highlights main changes in the after-hours info after legal input. For winter, it would allow for the Director to cancel events if there is bad weather. The policy does include a security deposit charge, at the Director's discretion.

Motion to accept the meeting room policy as amended, effective 10.9.2018, was made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Next meeting: 11.13.2018

Adjourned 12:05pm.

Respectfully submitted,

Melissa Theberge
Minute Taker