

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Monday, February 11, 2013

The Regular Meeting of the Plaistow Public Library Board of Trustees was called to order at 6:30 p.m. by Jennifer Kiarsis.

Present: Jennifer Kiarsis, Chair
Deborah Hoadley, Vice Chair

Not Present: Catherine Willis, Treasurer
Kathleen Vavra, Corresponding Secretary

Also Present: Diane Arrato Gavrish, Library Director

There was no quorum present, and no votes were taken.

Secretary's Report:

As there was no quorum, the minutes were not voted on. The minutes of January 14 and February 11 will need to be accepted at the next regular meeting of the Board of Trustees.

Treasurer's Report:

Print outs of year end (2012) and month end (Jan 2013) reports were distributed to those present. These reports were created by the bookkeeper. There was no formal Treasurer's Report presented.

Correspondence and Communication:

Cathy Willis has contacted Norman Major, and he is again willing to be moderator for Candidates Night.

Action Item: JK: Find out if Cathy has confirmed with Norm and if she is still willing to get a gift certificate to Early Bird, or another local establishment, as a gift.

Jennifer Kiarsis received resignation letters from both Catherine Willis and Katherine Wright. These will be submitted to the Secretary for inclusion in the minutes.

Action Item: JK: Print out and deliver letters to Secretary of the Board, as well as find out from the former Secretary where the sealed minutes are located at the Library. DAG: To print out minutes that are missing from the binder provided from the former Secretary. DH: To provide any additional minutes documents necessary should DAG not have them.

Director's Report:

Submitted via email to Board. Further discussion as follows on agenda items requested:

Scholarship in memory of Carolyn Jeffrey: Discussion regarding whether or not it would be appropriate for the Library, or the Friends of the Library, to set up a scholarship fund with the \$1300 donated to the Library by Mr. Jeffrey. This was an idea that he came up with and presented to Diane.

It was decided that Diane should suggest to Mr. Jeffrey that the money he donated to the Library be for the Library, and if he wishes to set up a scholarship fund, that should be discussed with the school.

Changing of the Guard and Date of March meeting: Discussion followed regarding procedures. Questions were asked regarding the swearing in of new Board members and this is done as a group at the first Selectmen's meeting after the election. It was suggested that the meeting date be posted as March 18th, with a time approximate. Alternates also need to be presented to the Selectmen, after a letter of recommendation is sent from the Chair of the Board of Trustees. It was not determined whether the Alternate Trustees needed to be sworn in, but if they are able to vote, they probably should be.

Action Item: JK: Find out if Alternates need to be sworn in.

The appropriations for the year were also discussed. There is a quarterly appropriation letter that needs to be created with the correct appropriation amount and signed by the Chairs of the Selectmen and Trustees.

Action Item: JK: Ask Cathy Willis to send the appropriation letter form to Deb Hoadley.

Patricia the bookkeeper will be taking on some of the reporting that was done by Cathy Willis as Treasurer. It was suggested that if a new Treasurer was to be appointed rather than elected, it might be a good idea for Deb Hoadley to contact Cathy Willis regarding getting bank signature cards completed as soon as possible.

Action Item: DH: Should call Cathy Willis about banking and signature cards.

There was no launch of CASSIE as scheduled for Monday. This will be another learning curve situation for the staff.

There are still LTD questions regarding Luann Blair. Diane has been working with the provider to get the situation completed.

Diane has been working on the Library Director Report for the Town Report.

The Friends have a small but mighty group and may be considering a large book sale in the Spring.

Old Business:

Candidates Night: Friends and Trustees will bring baked goods for refreshments. Diane will get the Keurig machine ready for individual coffees. No pot of coffee will be made. Water and punch will be provided. Paper goods are available at the Library.

The Lavallee Landscaping contract was signed by Chair, Jennifer Kiarsis. The situation with Town workers maintaining Library grounds did not work out.

Policies to be worked on by the new Board were again discussed: Earned Time, STD-LTD-FMLA, Longevity Pay-Matrix. These were not fully looked at because the Board was waiting for the outcome of the Town union negotiations. It was suggested that considering the situation with the meeting room conflict that the policy for the Meeting Room be again reviewed.

New Business:

A ten hour job description is being developed by Nancy and Diane.

The ERate discount documents will need to be completed by someone new. The person who completed the documentation for the Library previously has stopped doing it.

The meeting was adjourned at 7:55 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, March 18, 2013, time to be determined.

Respectfully submitted,

Jennifer Kiarsis