

Plaistow Public Library – Board of Trustees Meeting

Monday, September 16, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:36 PM by Catherine Willis, Chair.

Item One: Welcome and Call to Order

Present was: Catherine Willis, Chair
Kathleen Vavra, Assistant Chair
Jennifer Kiarsis
Jim Peck, Treasurer
Lu Anne Blair, Secretary
Jane Query, Alternate

Also present: Laurie Pagnottaro; Minute Taker, Laurie Houlihan; Interim Director, and Cab Vinton; Library Director.

The Board welcomed new Library Director, Cab Vinton.

Friends of the Library Report:

L. Blaire reported that Small Passions Club will be making and donating a doll house for the Friend's to raffle off at the Vendor Fair. She will work on getting permission for the raffle from Town Hall. They would like to advertise the raffle in the newspapers and display it at the Festival of the Trees. She asked that if any Board members were free to work the fair to please let the Friend's know; the fair is November 16th.

J. Kiarsis and K. Vavra have volunteered to work the fair.

Secretary's Report:

Minutes of August 19, 2013:

- ★J. Kiarsis motioned to approve the minutes, second by k. Vavra
- ★There was no discussion on the motion and the vote was 3-0-2; L. Blair and J. Peck abstained.

Non-Public Minutes August 19, 2013:

- ★J. Kiarsis motioned to approve the minutes, second by K. Vavra.
- ★There was no discussion on the motion and the vote was 3-0-2; L. Blair and J. Peck abstained.

C. Willis asked that members that are absent or excused be listed on the minutes from here on in.

Treasurer's Report:

J. Peck gave the Board members a copy of the budget to review. He explained that only three lines needed discussion:

- Repairs & Maintenance / Service Contracts line; this line is very under budget.

C. Willis noted that it is usually absorbed by Pro Controls but they will have some repairs to do before the end of the year; suggestions would be helpful.

L. Houlihan noted that Miguel Cruz has replaced Gerry for maintenance temporarily. He is working 4 to 5 hours at night; he does not want it as a permanent job.

- Insurance line; this line is very below budget. Two employees still need to be reimbursed but it will still be under after re-payment.
- Utilities Line (gas & electric).

J. Peck inquired as to why the utilities line was budgeted so high.

C. Willis explained that they raised it during the oil crisis to the same percentage the Town had and also to accommodate the stand by generator if needed but that it has ever been lowered back down. She added that this line will be lowered this year and when it does they will need to be more astute about their budget.

J. Peck stated that nothing is over budget and it looks to be in good shape.

★J. Kiarsis motioned to accept the Treasurer's Report, second by K. Vavra.

★There was no discussion on the motion and the vote was 4-0-1, J. Peck abstained.

Correspondence and Communications:

There were none

Director's Report:

L. Houlihan reported on the building maintenance noting the following:

- The septic was pumped on September 4th; the town is now paying for it (\$475).
- A pipe connected to the cistern tank rotted due to too much iron in the water. The pipe was replaced.

The Board discussed this issue. L. Houlihan stated that it did happen about three years ago and also ten years before that. The main water pump sprinkled water into the resource room as a result but it is all dried out now. If it happens again they might want to consider using a copper or stainless steel pipe which is more costly. She spoke with John McArdle, Fire Department Chief, and he does not think it would be cost effective to bring in a main water line; it would be easier to just replace the pipe when needed.

C. Willis noted that they can mention this maintenance issue at the budget meeting and possibly discuss extending the water line to the Library.

- The bike rack, trash can, and cigarette butt holder were all moved over the weekend. The police were notified and a Library patron had moved them back into place.

The Board discussed the possibility of installing cameras and motion detector lighting or borrowing temporary cameras from the Police Department. It was suggested that they get recommendations from the Police Department for some good companies to use.

K. Vavra noted that one of the pole lights in the parking lot was out.

It was decided that they will get estimates for both the cameras and motion detected lighting.

- One of the surge protector batteries in the Library was smoking; the fire department was called. The surge protector battery had burned out.

L. Houlihan explained that Jason came to look at the surge protector battery the next day and he will look into sending it back to the company.

- A quote for steaming the carpets came in from Serv Pro; \$2,355. Stanley Streamer had given a good quote to the Town; she will call about it. Cleaning the carpets was a recommendation of the Maintenance Supervisor.

K. Vavra suggested getting a quote from Delta Carpet cleaners.

L. Houlihan noted that the Library is closed on Veteran's Day and that may be a good opportunity to have the carpets steamed. She added that all the books from the bottom shelves will need to be removed or sealed somehow to protect them.

The Board agreed to have the carpet cleaning done; they will get more quotes.

- The four columns at the entrance way need repair; one is broken and the nail holes are rusted and dirty.

L. Houlihan stated that she has found a new product that gets screwed onto the columns and has caps to fill the holes. She received a quote for \$3,750 to have the work done.

The Board went out to look at and discuss the columns. It was decided they will have them fixed.

★J. Peck motioned to have the carpentry work done on the columns by Jeff Rousseau, second by J. Kiarsis.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

- The room divider in the big meeting room needs repair; it should cost about \$1,000.

L. Houlihan explained that it should not ever need to be replaced but should be maintained. They can fix it by the end of the year; she is just awaiting a call back regarding repairs.

★J. Kiarsis motioned to repair the room divider, second by J. Peck.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

- A seal is broken on a lot of the windows
- HVAC is scheduled for maintenance
- The water should be tested every year; but the Library does not have those records.

It was decided the Library should have and will obtain copies / documentation of the test results from the Health Inspector.

L. Houlihan told the Board that Rand (Hall) has resigned. She added that they will have a staff lunch tomorrow to welcome Cab and say goodbye to Rand.

The Board will get Rand a gift card.

L. Houlihan explained that the student that was going to start working at the Library will not be starting. She added that the sub, Raven, will be filling in for the Student Aid Position until they find someone.

C. Willis explained to C. Vinton that there is several positions open and he needs to think about what he wants to do with the personnel.

C. Vinton explained that he would like to meet with the staff and figure out what the staff needs first.

C. Willis also noted that they will be going to the BOS and Budget Committee at the end of October and will need the budget ready by then with the salary schedule.

L. Houlihan praised Anita's (Micale) work to the Board, stating that she has gone above and beyond her duties.

The Board discussed a reward for Anita and decided to reward her with an extra week of vacation time.

J. Kiarsis will write a letter to Anita telling her of the reward.

★L. Blair motioned to reward Anita Micale with one full week of vacation time for her hard work, second by K. Vavra.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

L. Houlihan handed out the Library Statistics to the Board for review. She noted that the circulation stats in August were aprox. 8,000 and in July it was 9,000.

C. Willis asked what the status of the job descriptions discussed at the last meeting was and if she had spoken with L. Croft. She noted that the adult programming has not started and she would like it to start quickly.

L. Houlihan explained that she had not had a discussion with L. Croft as she was not sure what direction C. Vinton wanted to go in.

C. Vinton explained that although he is interested in getting adult programming underway and they do have open hours to fill; he would like to review L. Crofts personnel file and have a discussion with her to see what she would like to do.

There was more discussion on this issue.

L. Houlihan noted that they have only received one resume at this time for Rand's position.

C. Vinton noted that there may be some cataloguist's looking for part-time work in the area soon.

C. Willis asked if Nancy could do the cataloging for the children's books.

L. Houlihan was not sure if she would have the time.

C. Vinton stated that he could fill in but they will need to find someone to do it soon. He will look into Rand's workflow and determine how many hours they will need to fill it and a job description. He will be meeting with each staff member individually to discuss goals. He discussed with L. Houlihan when they can meet so he can have time with the staff as well.

Old Business:

Strategic Plan:

C. Willis explained that they need to address the Strategic Plan; she hopes to start it in October. Some has been already accomplished and a good outline has been started but it may need to be revised in a year when the New Director has a chance to get to know it and the Library. She asked L. Houlihan if the furnace for the children's room is an issue that they will need to deal with.

L. Houlihan replied that she is not sure. She added that the water is still rusty when not being used but it does provide hot water.

There was discussion on this issue and it was decided that they will wait on this issue.

C. Willis inquired if the Board would like to work on the Strategic Plan as a Board or if they would like to form a sub-committee to finish it. After some discussion the Board decided that they will meet for the first time in October and then they will form a sub-committee of three people at that meeting. **All the Board members will review the Strategic Plan for the October meeting.**

New Business:

Earned-Time Policy

This item was deferred to another meeting.

J. Kiarsis noted that she has reviewed the Meeting Room Policy and she has italicized the items she feels need changing. She gave copies for the Board to review. It was also deferred to the next meeting. **The Board will review the policy for the next meeting.**

C. Willis asked about the Holiday Time and J. Kiarsis stated that it was done at the beginning of the year. **C. Willis will do a draft of the 2014 Holidays for approval at the next meeting.**

J. Query will be Hostess / Coordinator when any special occasions come-up. The next special occasion is the joint meeting with the Friends in December.

J. Kiarsis will cover for the Minute Taker during L. Pagnottaro's leave.

The Board presented C. Vinton with a Peace Lilly Plant for his first day. They also presented L. Pagnottaro with a baby gift.

The next regular meeting will be October 21, 2013 @ 6:30pm.

The following meetings the Board will attend were also noted:

- BOS meeting @ Town Hall on October 28 @6:30
- Budget Committee Meeting @ Town Hall on November 5
- Regular Library Board of Trustees Meeting November 18 @ 6:30
- Regular Library Board of Trustees Meeting December 9 @ 6:30

The Board members thanked L. Houlihan for filling in as Interim Library Director for the past few months.

There was no further business before the Board and the meeting was adjourned at 8:20 PM.

These minutes recorded by _____

Laurie Pagnottaro, Minute Taker

