

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 8, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, April 8, 2014.

Present: Catherine Willis, Chair
James Peck, Treasurer
Jennifer Kiarsis, Secretary
Jane Query

Not Present: Luann Blair

Others Present: Cab Vinton, Library Director
Michelle Sykes, President, Friends of the Library
Gail Martin Swiderski, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 10:40 am.

Secretary's Report

There was one change to the Minutes of the March 11, 2014 meeting; effective date of hire for Gail Martin Swiderski to be changed from April 1, 2014 to March 11, 2014. A motion was made by Jennifer Kiarsis to accept the Minutes of the March 11th Board meeting with the one correction, seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 1.

Gail will report directly to Jennifer Kiarsis.

Treasurer's Report

Jim Peck presented the Treasurer's Report for the first quarter of 2014. Jim reported that the Town issued the check to the Library early showing the Library finances to be ahead of budget. Expenses were as previously reported, facility expenses are over budget for the first three months as a result of Rousseau Carpentry and Royal Plumbing (failed pump). Continue to monitor facility expenses. Payroll expenses are under budget partly due to the open position of Youth Services Librarian and the Administrative Assistant open hours, payroll expenses currently at 70%. Public Activities budget is currently over for the first quarter, continue to monitor. Technical Services budget is over for the first quarter, on-going work for computer

program updates. The ongoing work is out of the ordinary due to the upgrading of all the computers.

Catherine questioned the electric and gas charges, Jim reported that these expenses are as expected and budgeted.

Jim reported on donation acceptance. The Board is required to formally accept all donations made to the Library, there were \$561.94 in donations for 2013 and \$157.06 for 2014. A motion was made by Catherine Willis and seconded by Jennifer Kiarsis to accept the donations made in 2013 as well as the current donations for 2014; Ayes 4, Opposed 0, Abstentions 0.

Jim presented supporting detail for the Encumbered Funds for 2013; there is a \$44,000 reserve from the 2013 budget. These funds will be used for the Luis Montalvan, author visit, Nelson Room audio-visual upgrades and HVAC testing and upgrades.

A Motion was made by Catherine Willis to accept the Treasurer's Report. Seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 1.

Catherine Willis inquired about the Library's Investment Policy. Jim Peck reported that the Policy has been reviewed; it contains the three necessary priorities, (1) retaining trust fund principle, (2) maintain liquidity for need and (3) interest rate, funds cannot be put into investments that would cause the money to be unattainable. Jim reported that he investigated with local banks and credit unions for better interest rates, the rates that the funds currently receive are competitive with what is being offered. TD Bank is currently providing sub-accounting which he feels is invaluable and would not be available through a credit union or another bank. Jim reported that the Library should continue to follow the policy as written; the funds are secure and suggested approving the policy as currently presented. Catherine indicated that the policy must be submitted to Terry Knowles at the Attorney Governor's Office yearly, Jim Peck will send the policy to Terry.

Motion was made by Catherine Willis to accept the Investment Policy as written. Seconded by Jennifer Kiarsis; Ayes 4, Opposed 0, Abstentions 0.

Jim Peck reported on the contribution holiday refund, all monies have been refunded according to contribution percentages.

Correspondence/Communications

Catherine Willis reported that Trustee LuAnn Blair has undergone successful hip replacement and is currently at Northeast Rehab.

There were no further items for discussion.

Friends of the Library

Michelle Sykes reported that the Friends currently have \$4,744.72 in their account. The insurance company has requested that on a monthly basis one board member sign the bank statement and ledger that the Treasurer oversees; this will assure that all monies are accounted for.

Michelle further reported that Rick Porter of CR Signs of No. Reading has been contacted regarding signs for the Vendor Fair. The signs will cost \$15.00 each, 10 signs will be ordered, the signs will be double sided and waterproof.

Michelle reported the insurance bond was due, she signed the necessary papers and returned them to the insurance company; bill will be forthcoming.

Michelle reported that the Friends have discussed purchasing an American Doll (price \$100 to \$140) for raffle. There is a patron of the library that makes clothing for the American Doll and she has volunteered to make some items.

Friends are looking at the purchase of passes to the Stone Zoo and Franklin Zoo, the cost is approximately \$400 a year. These passes would allow entrance to either Zoo.

Michelle reported that Cab will make flyers for the Book Fair for distribution to the pupils of the Pollard School. It was suggested that Cab inquire of the school if an announcement could be put in the school newspaper.

The next meeting of the Friends of the Plaistow Library will be April 28th at 6:15.

Director's Report

Cab Vinton reported that the local Girl Scouts have requested the use of the Nelson Room area on May 16th for a sleepover. The question was raised, should the scouts be confined to the Nelson Room area only or should they be allowed full access to the Library? Cab reported that there would be sufficient supervision, they could have access to the computers, books, etc., he is currently working on a liability form for this activity, he further reported that he has obtained a form used by the Hudson library for this specific activity and will use their form as a template in drawing a form for this event.

Cab reported that he has developed a liability form to be used for sewing classes that a mother wants to conduct in the Library for children. Cab will distribute the form to the Board for review.

Cab reported on upcoming events, a local author will be in to discuss paranormal happenings on April 23rd; Luis Montalvan will be at the library on the 27th, another author will be at the

library in May and a program will be presented on art therapy for brain injury, including depression, Alzheimer's, normal ageing, etc.

Cab reported there is one computer that needs updating for Windows 7. He also reported that the new DVD/CD disc repair machine has been successful and there are patrons who would like to have their DVDs and CDs restored, there could be minimal charge for this service.

Notary services are now available (Raven Gregg). Cab would like a policy written about Notary services and will solicit assistance from Raven.

Cab reported on the septic design, original design called for an 8" filter and there is currently only a 4" filter. Cab is currently pricing out the cost of the correct filter and installation, he will investigate further and reconfirm with the Town (Mike Dorman) as to the size filter required by the original Library plans and seek their assistance in approaching the original installer.

Cab reported that Green World does fertilization, aeration and tick control. It was recommended that aeration of the lawn be done; Green World will do the entire lawn for a cost of \$450.00. Cab will inquire of LaValley if they have aerated the lawn in prior years and what they charge for this service. Tick control may be important outside the children's area when summer programs are held outside. Jennifer indicated that tick control needs to be done repeatedly. Cab reported that the entire lawn application would be \$154.00 per application and would be done 3 to 4 times, the smaller children's area could be done at a much lesser cost; every time it rains a new application would have to be applied. It was agreed that this would not be a service that the library would incur this year.

Cab reported that a janitor has been hired by the Town and should be starting within the next week or two. This janitor also has maintenance experience.

Cab Vinton left the Trustee Meeting at this time for a family emergency.

Old Business

Catherine Willis opened a general discussion on:

- Youth Service Director position
- Wage Matrix

A Motion was made at 11:50 am by James Peck to move to a Nonpublic Meeting, seconded by Jane Query; Aye 4, Opposed 0, Abstentions 0.

Catherine Willis called the Meeting of the Board of Trustees to reorder at 11:52 am.

Catherine noted that Cab will be advertising for a 20 hour position and also the 28 hours that were assigned to an administrative assistant can be redistributed.

The HVAC report has been temporarily tabled until Cab Vinton is available for further discussion.

Motion Light Detectors/Time Operation Proposal for Lighting, temporarily tabled until Cab Vinton is available for further discussion.

Elder Affairs Committee, Catherine reported that Cab made a presentation at a recent committee meeting that was well received along with a brochure that he put together. Cab was asked to be a member of the Committee and he accepted. A library subcommittee for elder affairs has been formed consisting of Carli, Cab and Catherine and one of the issues discussed was home delivery of books to seniors. Joe Freeman at the Kimi Nichols Center is looking for things for his clients to do and delivering books would be an option, Catherine and Cab will meet with Joe.

New Business

Trustee Goals/Committees/Subcommittees

Employee Policy and Procedures – Catherine reported that she and Jennifer have been in charge of this manual and will continue to work on keeping it current. Their work will also encompass the Trustee Policy and Procedure manual.

Trustee Handbook/New Trustee Orientation – Catherine reported on a recent article in the Trustee Newsletter on what should be included in the Trustee Handbook. The Library's current Handbook needs to be made current; Catherine and Jane will work on this together.

Capital Improvement Plan

Catherine reported that thought should be given to items that need to be added to the Capital Improvement Plan and asked everyone to give thought to this and report at the next meeting. Some suggests made were an additional boiler, circulation desk update, carpeting, etc.

Strategic Plan – work needed on moving forward with this Plan.

Technology Plan – Jim and Cab will work on this Plan.

Jim Peck brought up the idea of the Library doing something for Old Home Day which is June 21, an art show or having a table at the event was suggested. This will be discussed further at an upcoming meeting.

The next meeting of the Board of Trustees will be May 13, 2014 at 10:30 am.

Adjournment

A motion was made by Catherine Willis to adjourn at 12:25 pm. Seconded by Jane Query;
Ayes 4, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski