

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 10, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 10, 2014.

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

Not Present: Michelle Sykes, President, Friends of the Library (arrived at 10:40)

Others Present: Cab Vinton, Library Director
Gail Martin Swiderski, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 10:32 am.

Secretary's Report

A motion was made by Jennifer Kiarsis to accept the Minutes of the May 20, 2014 Board of Trustee Meeting, seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Jim Peck presented the Treasurer's Report through June 9, 2014. Jim reported that the Facilities account is in line to be on budget, currently 46% over as a result of Pro Controls, Rousseau and Royal Plumbing, yearly budget is at \$23,000. Materials account is currently 27% over budget; the account budget is \$35,000. On-line Resources account is under budget. Payroll continues to be under budget due to staff shortfall. Catherine questioned the amount spent on postage, Cab explained that he had recently purchased rolls (2) of stamps; Cab will further investigate postage charges since notices are being sent out electronically there is no postage incurred. Public Activities account is currently 50% over budget, yearly budget is \$6,000, appears that this account will be over budget at year end. Technical Services account is over budget, expenses incurred by upgrading computer system to Windows 7. Utilities Account is right on budget.

Jim reported the sub-accounting was not available at the time of this meeting.

A Motion was made by Jennifer Kiarsis to accept the Treasurer's Report. Seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 1.

Correspondence/Communications

There were not items to report.

Friends of the Library

Michelle Sykes indicated that there was nothing to report as of the last meeting of the Friends of the Library.

Director's Report

Cab reported that he had e-mailed a report to all Board Members regarding the status of the septic system. The tank has been pumped (\$450), the new commercial filter was installed (\$450); filter and tank should be checked periodically.

HVAC, Cab reported that he is working with Kevin on revising the RFP, there are items and revisions missing. Cab will send all of his ideas on to Kevin in order to complete the RFP.

Cab reported that Pro Controls submitted their contract for another year. Cab would like to revise the cancellation language, currently yearly, to being able to cancel on 30 days' notice or other similar language.

Cab reported on issues with the bike rack and its current location. There was the suggestion of the Scouts building a shelter for the bike rack but then where would the shelter be put. Individuals have a tendency to drop their bikes on the front lawn, sidewalk, etc. which is an issue for some patrons trying to maneuver around them.

Cab reported that there have been some telephone issues, dropped calls, disconnects while transferring, etc. Cab feels this just may be a hardware problem, he feels that the phone system itself is a good one, he will investigate further.

Catherine inquired about the status of CASSIE. Cab reported that there is a specific printer assigned, that CASSIE records access and time control for people who have library cards or pick up slips for usage; it allows only an hour of time, controls print management and does statistical reporting. Cab reported that web filters can be added if needed. There does not appear to be any pornographic issues currently.

Cab reported that two of the current Library Pages will be gone for a month during the summer and that adding an additional page to the staff would be helpful, especially during the Summer

Reading Program. Phoebe Ricker has applied and Cab believes she would be an excellent candidate for the position.

A Motion was made by Jim Peck to hire Phoebe Ricker as a Library Page, effective June 2, 2014, at the rate of \$8.02 per hour. Seconded by Jennifer Kiarsis; Ayes 5, Opposed 0, Abstentions 0.

Cab will be on vacation from July 31, through August 8, 2014.

Old Home Day, Cab will provide tables, chairs, a canopy was ordered and a Library banner will be available. LuAnn reported that she has the materials for the duck fishing along with prizes. A suggested was made that prize tickets be given to the children to pick up their book prize at the Library in an effort to introduce the Library to more children.

The Library will be closed on July 4th and 5th.

Cab is looking for a card table donation for the Bridge players. Catherine suggested purchasing a table.

Cab reported a lack on the part of the landscapers to keep up with weeding, dead shrub removal, etc. Catherine suggested a telephone conversation with Paul LaVallee. Further investigation on the contract (signed), content and duration of service will be done by Cab.

Cab requested that the Board review the Earned Time Policy. The Board agreed to review the e-mail that Cab sent and to discuss the policy at the August meeting.

Old Business

Assistant Librarian for Youth Services, Cab indicated that Jennifer is fine working alone at the moment; she is feeling out her position, the library patrons, activities, the specific needs and areas that require attention. Cab will continue to talk with Jennifer about filling this position.

Catherine inquired about advertisement of the open Circulation Librarian position. Cab indicated that the position is currently filled and will not be vacant until September, he will advertise for this opening in the next few months.

Administrative Assistant position, Cab would like to rethink the duties of this position, he needs secretarial support as well as program and publicity coordinator, he needs to rethink the requirements of this position.

Cab reported that the Janitor position is currently filled and that the person hired is in training and has yet to report to the Library.

Coop Minutes, there was a draft sent out of the most recent meeting, there were corrections that needed to be made, a final copy has not yet been distributed. Cab has asked around for copies of prior Minutes but to date has not been successful in receiving responses. Jennifer also reported that she has been trying to obtain Minutes but has not been successful.

Jennifer reported on new Weapons in the Workplace Policy. The Policy will be placed in the Employee Manual as well as the Library Policy Manual if accepted by the Board.

A Motion was made by Jane Query to accept the Weapons in the Workplace Policy. Seconded by LuAnn Blair; Ayes 4, Opposed 1, Abstentions 0.

New Business

Capital Improvement Plan, Catherine asked for items to submit for the CIP. Items currently on the CIP are the HVAC System and the Emergency Generator. The Emergency Generator was CIP approved in 2013 for \$50,000, no specific time indicated. Jennifer has e-mails discussing these items that she will forward on to Cab.

Other items suggested for the CIP were:

- Whole building surge suppressor
- Circulation Counter replaced
- Chairs replaced
- Furniture for front area
- Carpet
- Roof/paint
- Life cycle cost analysis for HVAC System
- Technology Plan

These items will be discussed further at the next meeting.

The next meeting of the Board of Trustees will be August 12, 2014 at 10:30 am.

Adjournment

A motion was made by Jim Peck to adjourn at 12:18 pm. Seconded by Jane Query; Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker