

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 9, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, September 9, 2014.

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

Absent: Luann Blair
Michelle Sykes, Alternate, President, Friends of the Library

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 10:37 am. Catherine requested that the Board consider changing the time of the Trustees meeting, after group discussion it was agreed that starting with the October 14th meeting the Board will meet at 1:00 pm. She also requested that everyone check their e-mails daily and also let her know if you are not able to attend the Board meeting.

Secretary's Report

Jane Query noted that Michelle Sykes should be titled as an Alternate and listed with the Board Members.

A motion was made by Jim Peck to accept the Minutes of the August 12, 2014 Board of Trustees Meeting, seconded by Jennifer Kiarsis; Ayes 4, Opposed 0, Abstentions 0.

A motion was made by Jim Peck to accept the Minutes of the Non-Public Meeting of August 12, 2014, seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim Peck presented the Treasurer's Report through August 31, 2014. Jim reported that there were few changes from last month. Jim noted that as the end of the year approaches a decision will need to be made as to whether to encumber the legal funds that were budgeted, \$15,000, \$8,500 of which was budgeted through August. Catherine noted that because there is no signed

contract that the Board should re-budget these funds as per last year. Jim noted that Continuing Education is under budget; Cab reported that the majority of those funds would be used on education for new hires. Facilities and Materials are getting closer to budget, still over budget but not as much percentage wise. Payroll is under budget due to under staffing. Public Activities is over budget as previously discussed. Total expenses \$35,000 favorable for eight months with four months yet to complete the year.

Regarding the HVAC, Jim noted that very little of the encumbered funds have been spent, these funds are encumbered for only one year but can be re-encumbered for another year. Cab noted that John Reid promised an estimate today.

Jim noted that the income from other sources totals \$8,840.36.

Jim reported on the sub-accounting and noted that Roy Jefferies donated another \$1,000 to his wife's fund. There was a general discussion on how the accounting is done for these sub-accounts, expenses deducted as incurred vs. waiting until the end of the year. Jim will meet with the bookkeeper to clarify the accounting practices being used.

Catherine addressed a concern over the availability of passwords due to system changes and requested that an additional person be added to all password accounts. Jim indicated that he would take care of these concerns.

Cab suggested that because there is currently a surplus in payroll that individuals be hired for "special projects". The books in the conference room have never been fully catalogued and some of what has been catalogued are not necessarily there anymore. Cab also suggested an upgrade to the Library's webpage. The Board agreed that these projects were worth pursuing. Future projects could be suggested to the Board at future meetings. Jim indicated that a separate accounting category of "contract help" would be set up for these projects. At least two contractor/appraisers should be brought in to give estimates of each "special project" to be done.

Jim indicated that there are books within the Library that actually should be in the possession of the Historical Society, such as the first Board of Selectmen book for Plaistow; this is a book that no one should be taking out or even looked at unless they are wearing white gloves.

A Motion was made by Jane Query to accept the Treasurer's Report. Seconded by Jennifer Kiarsis; Ayes 3, Opposed 0, Abstentions 1 (Peck).

Correspondence/Communications

Catherine noted the Senior Fair will be held on September 24th at the Fish and Game.

Friends of the Library

Michelle Sykes was not available for today's meeting. Cab reported that the Friends did have a meeting and that they are planning a vendor fair, he assisted them in putting together the registration form to send out to the vendors. The date for this fair was not certain.

Director's Report

Services/Programs

Jenn Dawley has completed her evaluation of this year's Summer Reading Program. Highlights –

- 233 registered children (27 ages 0-2, 182 ages 3-12, 24 teens), an increase of 35 (18%) over last year.
- 65 different programs were offered, with total attendance of 575 children and 202 adults.
- Highlights included King Arthur Flour Night, Marvelous Marvin, Critters and Creatures, Crazy Cake Pops, and the grand finale Ice Cream Celebration.
- Children read over 2,000 books.
- Local businesses contributed over \$5,000 worth of prizes as incentives.
- 27 children (12% of registrants) completed the entire program to qualify for the best prizes; down 13 from last year. Jenn is evaluating to see if this aspect of the program should be re-structured.
- A survey was completed by 19 families, showing a 90% satisfaction rate with the program.

Cheryl Killam's button-collecting program is scheduled for September 17. The Library will be attending the Senior Fair at Fish & Game on September 24.

Cab reported that he is hoping to bring in an Eleanor Roosevelt presenter in October to coincide with the new Ken Burns PBS series on the Roosevelts.

The local Republican group met September 2, with Scott Brown as a guest

Cab noted that he is currently reviewing the Library's Meeting Space Policy, he is waiting to hear back from the NH Municipal Association's Legal Assistance Department for guidelines on photography/ videotaping in the Library.

Notary services were provided by Raven for 30 individuals in the past 6 months.

Technology

The coop is seeking ways to integrate our downloadable content from Overdrive into our catalog. See the Los Gatos Public Library catalog for an example of how this might look: <http://catalog.losgatosca.gov/> [search for a favorite author or topic]

Personnel

Cab reported that the last quarter is a busy one for conferences and workshops. One or more staff will attend NELA Conference in Boxborough, MA, along with a number of other events.

Richard Gaudette is the new custodian assigned to the Library. All reports are good so far, he is extremely organized and his background as a painting contractor has been helpful. Cab reported that Kohl's will send a volunteer team of 4 individuals to come to the library to help out with whatever needs to be done and every time a team comes Kohl's will donate \$500.00 to the Library.

There have been 31 applicants for the Programming and Publicity Coordinator position; seven first round interviews; four second round interviews including the core staff (Anita, Jenn, Kelli and Raven). Cab should be in a position to make an offer to the top candidate soon.

Building

Cab reported that Keane Fire & Safety, a Plaistow company which handles inspections for the Town and many large hospitals in the Boston area, has expressed an interest in taking over the Library's annual fire extinguisher inspections; Cab will contact the Fire Chief for advice.

A projector and 8' x 10' screen have been installed in the Nelson Room; Cab has not personally test the setup, but will soon.

Following the recommendation of Sean Fitzgerald, Cab asked CSI Engineering in Portsmouth and subsequently Reid Mechanical to review Advantage Engineering's Retro-commissioning Report and RFP for an upgraded control system. John Reid visited the building a couple of times and he now agrees with AE that the next step is to take care of upgrading our outdated control system. Cab is waiting on an estimate for this, as well as an estimate to repair the purely mechanical issues identified in the AE's report.

The new "commercial grade" septic filter has already clogged after just a couple of months; the vendor has been contacted to see what they suggest.

Green World will be aerating the grounds in the near future.

Old Business

HVAC update was covered in the Director's Report

New Business

Policies

FMLA Policy

Jenn reported that the FMLA policy for the Library was researched and subsequently applied the verbiage as outlined by the NH State policy; she also added the specific language regarding

pregnancy leave. Should any employee have a specific question regarding this policy they should go to Catherine or Cab. Catherine questioned whether the language of the policy included the requirements of the Library, i.e., an employee would have to take all of their accumulated earned time before FMLA is applied? Jenn indicated that these types of things were specific to an individual and if that individual has more questions than they would be addressed.

A Motion was made by Jim Peck to accept the FMLA Policy. Seconded by Jane Query; Ayes 3, Opposed 1 (Willis), Abstentions 0.

Grievance Policy

Catherine noted that the original intent of this policy was not just to grieve; it was a problem solving policy to be used for any type of complaint. Jim indicated that “problem solving” was very vast and that Grievance was a more widely known term.

Jenn noted that originally there were two problem solving policies, one for the Director and one for the employees, she combined these two policies and added a paragraph indicating that any grievance by the Library Director would go to the Board and if the Board could not agree on a resolution the grievance would go to the Town and they would appoint an independent mediator for a final decision.

A Motion was made by Jim Peck to accept the FMLA Policy. Seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

Telephone Policy

This policy was changed to include faxes.

A Motion was made by Jim Peck to accept the FMLA Policy. Seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

Maximum Fines

The maximum fines policy has been revised accordingly:

“There is a maximum fine of \$25.00 per item, or the replacement cost if less than \$25.00. There is no limit on the total fine per individual or per family. Library patrons with a total fine of \$15.00 or more will not be allowed to borrow library materials, including museum passes, until the balance is below \$15.00.”

A Motion was made by Jane Query to accept the FMLA Policy. Seconded by Jim Peck; Ayes 4, Opposed 0, Abstentions 0.

Jim Peck reported that there will be a first meeting of an ad hoc committee to look at the feasibility of moving the Historical Society to the Library. Catherine and Cab along with John Sherman, Laurie Houlihan and Bob Carolan, from the Society, will be on this committee to look at the reasons for doing this, the possible funding, etc.

At 12:08 p.m. a motion was made by Catherine Willis to move to a Non-Public Meeting, seconded by Jennifer Kiarsis; Ayes 4, Opposed 0, Abstentions 0.

The Board entered back into Public Meeting at 2:30 p.m.

The next regularly scheduled meeting of the Board will be on Tuesday, October 14, 2014. At that time, the Board will begin discussions regarding the budget. In addition, Luann Blair will have a NH like-library salary comparison compiled for review.

Adjournment

A motion was made Jim Peck to adjourn at 2:32 pm, seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker