

Plaistow Public Library – Board of Trustees Meeting

Monday, April 08, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:35 PM by Deborah Hoadley, Chair.

Item One: Welcome and Call to Order

Present was: Deborah Hoadley, Chair
Kathleen Vavra, Assistant Chair
Catherine Willis, Treasurer
LuAnn Blair, Secretary
James Peck, Assistant Treasurer
Jane Query, Alternate

Also present: Diane Arrato Gavrish, Library Director
Laurie Pagnottaro, Minute Taker

Item Two: Secretaries Report

Minutes of March 18, 2013:

★K. Vavra motioned to accept the minutes of March 18, 2013, second by J. Peck.

Discussion: C. Willis stated that she proposed the new slate of offices, not D. Hoadley.

L. Pagnottaro will amend the minutes with this change.

★C. Willis motioned to approve the minutes as amended, second by K. Vavra.

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

Minutes of March 04, 2013:

The Board did not receive the minutes to review. This item will be put on the agenda for next month.

Item Three Treasurer's Report

C. Willis explained that accepting donations is part of the report. From January 1, 2013 to April 8, 2013 the total in small donations was \$62.48. The total for special project donations was \$150.00. She added that per RSA the library cannot use that money until the Board accepts it.

★C. Willis motioned to accept the donations of \$212.48 received from January 1, 2013 to April 8, 2013, second by K. Vavra.

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

C. Willis presented the Transaction Detail by Account report to the Board. She explained that this report shows every bill they have paid and how much was paid. She added that if the Board wishes to see this at every meeting to let her know.

C. Willis presented the Profit and Loss Budget vs. Actual Report to the Board. She explained that this is the current budget. The actual figures are in the first column and the budget is in the second column. This time of year she is focusing on the salaries and utility lines. She explained that the salary line is misleading as the 20 hour and 10 hour positions have not been filled.

C. Willis presented the Inertest Allocation Report to the Board which reports the libraries own funds. She explained that they currently have \$197,868.67 as of March 31, 2013.

★K. Vavra motioned to accept the Treasurers Report, second by J. Peck.

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

D. Hoadley noted that although not on the agenda she would like to go over how the budget is prepared with the Board as well as the timeline.

C. Willis stated that she had sent a copy of the budget to the Board members. She will re-send the budget to the Board. They will bring copies into the next meeting and it will be added to the agenda.

C. Willis explained that they need the budget in place to present to the Budget Committee by September 1st so they will start preparing it in June.

Salary Increases/ Wage Matrix:

The Board discussed the salary increases / matrix.

C. Willis explained that the Library has always had a wage matrix they use to advance the staff every year. Last year they started Pay for Performance and no longer have a cost of living adjustment. She added that they have discussed not using the wage matrix but using pay ranges instead and so no longer use it. She can develop a scale for each position. She added that they discussed changing the names of the librarian positions so this will need to be done. C. Willis explained that the Board needs to look at longevity and decide if it is necessary and they wish to keep it in place. She suggested setting up a small committee to work on the salary matrix.

D. Hoadley agreed.

C. Willis added that the Employee Handbook and its policies need to be reviewed; the committee could work on as well.

It was decided that D. Hoadley and C. Willis will make-up the Committee.

The Board reviewed the Library Organizational Chart.

J. peck noted that the Organizational Chart does not match the matrix.

The Board reviewed and filled in the chart with the correct titles, salaries and who is currently holding each position.

C. Willis will send out a revised copy of the salary schedule to Board members with the new titles and salary information on them.

D. Hoadley noted that the sub-committee will create a wage range sheet that can be referred to for any position as well as look at the longevity/bonuses.

C. Willis added that the bonuses are consistent with the Towns pays.

D. Arrato Gavrish explained that on the salary sheet is a total for potential raises for this year.

C. Willis explained further that it is a percentage, 3.5%, that is put aside for the Director to evaluate the staff and decide if they will receive a 0% – 3% increase. She added that this year will be the first year they will do the pay for performance.

C. Willis will draw up a draft for her and D. Hoadley to discuss. She will e-mail it to D. Hoadley.

D. Hoadley explained to the Board that they will need to start reviewing the Employee Handbook Policies and Library Policies to make sure they are up to date. She asked the Board to start thinking about them. She would like to have members work on sections in small groups to get that completed.

C. Willis stated that the Library Policies should be completed by the Library Director and staff. She added that they started to create a list of things they wanted to address but that some items will be brand new. She stated that she ran copies of the handbook and policies that was last year's copy. The Board can replace the old copies with the new ones she gave them.

Item Four: Correspondence and Communications

D. Arrato Gavrish noted that they did not receive the Kohl's Grant or the Kids and Arts Grant. She added that there was some correspondence between Nancy and the vendors for the Summer Program but that Nancy will handle those. The theme for the summer reading program will be "Dig into Reading".

Item Five: Presentation by Dean Zanello, Cable Coordinator on Cable Access

Dean Zanello was not present at this time. The Board will revisit this item when he arrives.

Item Six: Director's Report

D. Arrato Gavrish explained that they are still deciding about whether to revise and do an overview of the statistics.

D. Hoadley would like to see a year to year comparison by month of the statistics. It will help to see the trends over time and the month to month will still be in the report. The Board discussed this and agreed.

J. Peck would like graphs included as well.

K. Vavra would like to see how the co-op is affecting the circulation as well.

D. Arrato Gavrish will set up the statistics this way.

J. Peck asked about the book sale and where the books came from.

J. Query explained that they are from donations. The nicer books are set aside for the Friends sale, the books in okay condition are for the book sale, and the books in bad condition are recycled.

D. Arrato Gavrish added that they weed books out of the general collection if they feel they will sell and they also have a book sales person who will take anything they do not want and won't sell for a dollar a box.

J. Peck asked how they determine which books to get rid of and which books to sell.

D. Arrato Gavrish replied that it is a professional opinion; they have formulas and techniques they use to make the decision. She and Rand go through the books and make the decisions and Nancy makes the decisions for the children's room.

J. Peck stated that he had found a book in the library's collection from Poet Henry Heard that is valuable. He is wondering if someone wanted to purchase a valuable book how would the decision be made whether to sell it.

C. Willis answered that they have never done that before.

There was a lengthy discussion regarding this issue; having someone come in to evaluate the books as well as if it is a Trustee's decision.

It was decided that it would make a difference if the book is from the general collection or from the History Room. The History Room books should have a policy that would include a list of what is in the History Room. The money from the general book sale goes back into donation funds; not the money from the Friends sale, that is a fundraiser.

D. Hoadley stated that she would like Rand to be part of the Archival Policy for the History Room. She noted that some of the books should not be touched and she does not want to contribute to further deterioration. **She will put the Archival Policy on the Boards to-do list.**

J. Peck would like to know what books are in the History Room and what the value of the books are.

It was suggested that Rand might come in before the Trustees to give a presentation.

Poetry Contest:

D. Hoadley asked D. Arrato Gavrish if she could ask the Board of Selectmen to be put on their agenda for the awards ceremony portion of the poetry contest. It would then be on cable. If they cannot get put on the agenda maybe Dean could come down for the event. She asked about the May first date and if that would be after a BOS meeting. Some of the BOS members could come down for a photo opportunity.

D. Arrato Gavrish noted that they were able to disable the function on CASSIE that the Board had requested. The notices regarding the no cell phone use are working well. She explained that the Lions Club and the Exchange Club approached the Library regarding doing something for the Library. She was hoping to replace the sign outside with a new digital sign. She did some research on signs and handed out a quote and picture of a possible sign to the Board to review. The Board discussed this issue further.

D. Hoadley expressed concern regarding signage zoning and asked if D. Arrato Gavrish had spoken to the ZBA.

D. Arrato Gavrish stated that she has brought it up at a Department Head Meeting but as she is just in the beginning stages she has not further pursued it.

C. Willis stated that she would love to have the sign but she is not sure how the neighbors would feel about it.

D. Hoadley added that it will take a lot of approval and to not promise the Lions and Exchange Clubs that they can help fund the sign.

D. Arrato Gavrish added that now that the Library is a warming /cooling center the Town is behind it. At the Department Head Meeting they felt it would be good for all places that are shelters to have this kind of capability. It may put a different slant on it.

C. Willis noted that the library needs another Kindle and suggested they could donate money towards that.

D. Arrato Gavrish replied that they could do that as well, but this was one idea she wanted to explore.

Job Postings:

The Board reviewed the new job description postings.

D. Hoadley stated that there was question regarding the proposed salaries for the new 10 and 20 hour positions. They discussed the 10 hour part time Children's Assistant position first. The individual would report to the Head of Youth Services. She asked D. Arrato Gavrish if the educational experience she has listed, Bachelors degree or Bachelors degree supplemented by college level or graduate course work in library science preferred, was the amount of experience she wanted or was it left by mistake and is it preferred or required.

The Board discussed the level of experience that should be required for this type of position. There was concern regarding whether this position is an assistant or if the applicant would be more than an assistant.

D. Arrato Gavrish explained that the 10 hour position will overlap with the head of youth services with whom the applicant will assist. She will receive direction from the Youth Services Director.

It was decided that this is an assistant position, a high school diploma would be required but a bachelor degree would be preferred. Library experience would also be preferred. **D. Arrato Gavrish will change the education experience to reflect this on the posting/description.**

J. Peck asked if this position would be open to current library employees.

D. Arrato Gavrish replied that a current employee could apply for it as long as it does not push them over their maximum allowed hours.

D. Hoadley stated that they needed to be consistent with the job title on both the posting and description.

The Board discussed it and decided that the title will be the "Youth Services Assistant".

D. Arrato Gavrish asked if it would be possible to allow more hours for the Youth Services Position down the road as discussed previously.

D. Hoadley replied that they will need to stay with the 10 hours for now.

The Board discussed the \$15.00/hour suggested pay scale for the 10 hour position. The Board members agreed that \$15.00 for this 10 hour position is too high. They discussed a pay range for the position. D. Hoadley suggested paying the same as the page level, a range of \$10.00 to \$12.00 / hour.

It was decided that C. Willis and D. Hoadley will discuss the pay range. The Board liked the \$10.00 to \$12.00 / hour range.

D. Hoadley asked what hours the position would cover as she needs to make that clear on the posting.

D. Arrato Gavrish replied that she would like the two Saturdays per month and Tuesday and Thursday evenings is what she would like, but she would also like some flexibility as well.

The changes to be made to the job description and posting are: educational experience, match titles on both to be "Youth Services Assistant", and add the new pay range.

The Board discussed the proposed 20 hour position.

C. Willis expressed concern over hiring another person for the 20 hour position while they still have an unresolved issue hanging over them that they are not sure of the outcome, they do not know how long will

last or how much it will cost them. The other Board members agreed it would be best to postpone hiring for this position right now for financial reasons.

D. Hoadley made the following suggestions while they wait: get the 10 hour position set-up and utilize subs if needed.

D. Arrato Gavrish explained that she currently only has one sub right now and that the 10 hour position is only bringing them up to 5 hours over what they originally had.

D. Hoadley stated that they cannot expend that money by having staff work additional hours; they need to work their scheduled hours.

L. Blair suggested the Board might re-consider the 10 hour position in the Youth Services Room as the circulation desk needs the help more.

The Board discussed this and decided to get the 10 hour position filled and if the circulation needs extra help then this person should be flexible and help in circulation. The applicant will need to be comfortable working at the circulation desk as well.

D. Arrato Gavrish noted that she needs to review Lara Croft. She asked if it would be an option that the position be split.

D. Hoadley explained that to increase an individual's hours would not address the concerns with the gaps in circulation as well as the programming piece of it.

L. Blair added that programming needs to be done during the day, not during the evening hours this position would be filling.

The Board decided that it is premature to discuss the 20 hours position or splitting the position at this time. With the anniversaries and the pay for performance in place, hours should not be merit pay and should not reflect on performance.

D. Arrato Gavrish asked about the use of funds being saved for substitutes.

C. Willis explained there will be a little left over. After the individual gets hired and she knows the pay she will recalculate and give her an exact figure.

Item Seven: Old Business

Strategic Plan:

D. Hoadley stated that she has sent the Strategic Plan out to all the Board members along with a cover e-mail including the vision statements. She asked that this be put on the next agenda as an action item to be discussed. She would like the Board members review and come in prepared with their copies and any questions and comments they have.

C. Willis added that the By-Laws need to be revised also. She would like the Board to review them as well.

J. Peck volunteered to help C. Willis review and up-date the By-Laws.

C. Willis will send J. Peck a copy of the By-Laws electronically.

Item Eight: New Business

Southern NH Co-op Meeting:

D. Hoadley explained that this is the Co-op between Plaistow, Sandown, and Atkinson. According to the By-Laws they must have an annual meeting of all Trustees and Directors to review what is happening and the Directors give a report. The Last meeting was in September, and they do meet twice per year. She added that all Trustees must be present the meeting. The meeting is May 7th at the Plaistow Library @ 7:00 pm.

D. Arrato Gavrish will send the Board members a copy of the Co-op By-Laws.

D. Hoadley explained that she would like to go into non-public session under RSA 91-A:3(II)e, Legal. She noted that there will be no further business before the Board after the Non-public session.

D. Arrato Gavrish left the meeting at 8:30PM.

★K. Vavra motioned to enter non-public session at 8:30 pm for legal reasons under RSA 91-A:3(II)e, second by L. Blair.

Roll Call Vote:

D. Hoadley – yes

C. Willis – yes

L. Blair – yes

K. Vavra – yes

J. Peck – yes

★C. Willis motioned to seal the non-public session minutes for ten years, second by K. Vavra.

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

★Motion made to leave nonpublic session and go back into regular meeting was made by J. Peck, second by C. Willis.

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

There was no further business before the Board and the meeting was adjourned at 9:35 PM.

These minutes recorded by _____

Laurie Pagnottaro, Minute Taker