

Plaistow Public Library – Board of Trustees Meeting

Monday, May 13, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 6:39 PM by Deborah Hoadley, Chair.

Item One: Welcome and Call to Order

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

Excused was: LuAnn Blair, Secretary

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

Item Two: Secretaries Report

Minutes of April 08, 2013:

★D. Hoadley motioned to accept the minutes of April 08, 2013, second by K. Vavra.

Discussion:

C. Willis stated that at the bottom of page 3, “when” should be added to the sentence “D. Arrato Gavrish added that “when” they weed books out”. She also noted that at the bottom of page 4, it was Jim Robinson of the Lions Club who asked if the Library needed a new kindle.

L. Pagnottaro will amend the minutes with these changes.

★D. Hoadley motioned to approve the minutes as amended, second by K. Vavra.

★There was no further discussion on the motion and the vote was 4-0-0 U/A.

Item Three Treasurer’s Report

C. Willis reviewed the report/budget with the Board noting the following:

- They should be at about 38% for this portion of the year

- She concentrates on the utilities line as it is a big bill
- Bookkeeping is up; higher than 2012
- Postage is at 42%

D. Arrato Gavrish was surprised postage was up and she will check into it.

- Supplies are high also; at 52%

D. Arrato Gavrish explained that in addition the summer reading program, they purchased nice plastic covers for all the current magazine copies. They are expensive but they will last and will help to create another buffer to tell patrons that those magazines do not go out.

J. Peck inquired about the technical support line.

C. Willis explained that not much has been spent on this line due to credits posted. She will have a better explanation next month.

C. Willis expressed concern over the utilities line; some are higher than last year and she is not sure they were all posted to the correct lines. **She will review the utility bills and look into it.** She presented the Payroll Summary and Salary Schedule to the Board. **She noted that the Organizational Chart still does not match up with the Salary Schedule in terms of the new position names. She will update that for the next meeting.** She noted that on the salary schedule there are two positions that are over and two that are under adding that they will cancel each other out. The coverage allowance currently has \$1,388.92 left in it. After explaining how she came up with the figure she stated that they have \$6,090.00 left over in unassigned funds and \$677.12 on the children's librarian account. The Board needs to decide what to pay the new ten hour position with these funds. There was further discussion on the additional funds and ten hour pay range.

D. Hoadley summarized; stating that there is no way they can hire for the 20 hour position this year.

C. Willis agreed. She added that if they get some good information regarding their unresolved issue that looks promising on their side and the money can be spent then maybe later.

J. Peck asked about the merit increase line.

C. Willis explained that it will be spent; it will go into rate increases but no one has had an increase yet. The longevity bonuses still need to be paid out also. They are only holding onto the additional hours (\$15,600).

There was more discussion regarding hiring for the 20 hour position. It was decided that if they get resolution on the unresolved issue and money becomes available then they will have money for the 20 hour position; but not at this time. The discussion regarding the salary range for the 10 hour position was tabled until the non-public session.

There was more discussion regarding the additional hours line and how that money should be budgeted and spent. It was decided that they want to keep it as a budget item. By law they can spend the whole amount but because it was intended to be spent on the 20 hour position it will probably be returned to the general fund if not spent.

D. Hoadley noted that the \$2,500 would not be enough to cover vacations but whenever they have an underage they can use that to help cover vacations and subs.

C. Willis added that it is nice to use the subs when possible because they make less.

D. Hoadley agreed but added that at times it makes sense to have a staff stay one or two additional hours. She added that they need to be careful about overage.

D. Arrato Gavrish stated that they do not have subs right now. She added that with L. Blair out they will have some extra money for staff to cover some hours.

C. Willis explained that they need to be careful when employees come to close to benefit hours.

D. Arrato Gavrish replied that the employees understand the extra hours are temporary. In the past they have signed a statement stating it is temporary and that the hours did not warrant benefits.

C. Willis summarized that the budget is doing okay and they will need to be cautious in watching the over-time hours.

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

★ There was no discussion on the motion and the vote was 3-0-1; C. Willis abstained.

Item Four: Correspondence and Communications

D. Hoadley explained that because Dean Zanello, Cable Coordinator, was ill and not able to make the last meeting he put together a summary of projects for the Board to review. They will invite him to come in for the June 10th meeting. Some projects he mentioned are enhancing coverage of library events and presentations and doing some wiring projects. She added that she is not sure yet if it will come out of the Libraries budget or the Towns.

There was more discussion on the projects they would like, the budget, and equipment such as a portable camera that they may need. Dean Zanello will come before the Board to discuss this further at the June 10th meeting at 6:45 pm.

Item Five: Director's Report

Youth Services Assistant Candidates:

D. Hoadley explained that they will discuss the resumes of the candidates in non-public because it is the hiring of an employee.

The Board discussed setting up a procedure for the hiring of an employee for the future as there was some confusion who should appoint / hire an employee. The Board members all agreed they do not want to review every resume that comes in, the director should review them.

J. Query read from the Library Manual under Director Functions which states the director "recruits, selects, and trains new personnel". She added that if the director cannot recruit, select, and train new personnel then they should amend this to not be in the policy.

There was further discussion and the Board decided that per the RSA the Board needs to appoint any new personnel. The Board came to the consensus that the new policy will be:

- For a part time position; the Director will review and interview the candidates and bring in top three resumes to discuss with the Board. She will give her top recommendation to the Board. The Board will then make a decision without meeting the candidate.
- For a permanent part/ full time position the Board will have the resumes and review them with the Director, and interview the director's top two recommended candidates before appointing a candidate for the position.

The Director discussed her pick for the top candidate for the Youth Services Assistant candidate, Cara Marsh, with the Board. She noted the following:

- She has a Masters Degree in Education and Library Science
- Is currently working in a school as a librarian / teacher
- Can do web design and is technically savvy

- She is polite, well spoken and self-motivated
- Enjoys working with teens
- Produced a some great programs for the Director to review
- She is interested in getting involved with public library

The Board discussed the candidate and decided to table the discussion regarding salary and hiring until non-public session.

Poetry Contest:

C. Willis asked if the winning poems were published anywhere in the library.

D. Hoadley suggested the winners be published on the library's web-site.

D. Arrato Gavrish will publish the winners on the web-site. She will ask permission from the younger winners first.

Library Donations:

The exchange club gave the library two plaques that they wish to be hung in the library; stating the time and date they meet at the library. D. Arrato Gavrish asked if it would be possible to hang the plaques.

The Board discussed and came to the consensus that they will amend the policy to state that permanent meeting signs from groups will not be hung at the library due to the reason that the meeting slots are not permanently guaranteed; the library cannot commit to a permanent date and time. It was noted that they can hang a bulletin notice on the bulletin board.

Custodian Schedule / Hours:

D. Arrato Gavrish explained that the Town Maintenance Department is comprised of three people; Supervisor Dave Bowles, Gerry and Ernie. Gerry takes care of the library. She further explained that Dave took holiday time and then Gerry requested the same holiday time and was told he could not take it unless he found a substitute for the three days to clean the library; and he asked her. She spoke with Dave the Supervisor about it but nothing has been worked out yet so she contacted S. Fitzgerald, Town Manager. The issue has not been resolved yet but the vacation time is not until August so there is still time.

The Board discussed this issue and decided that this is not an issue for them to resolve; the Maintenance Supervisor needs to resolve the issue. The Board contracts them to clean the library and they need to provide that service.

Donation Money for the Children's Room:

D. Arrato Gavrish explained that Mr. Cullen and Mr. Jeffrey have asked what the library has done with the money they have donated which they intended to be used for the children's room. She is contemplating purchasing some items for the children's room and keeping a list of the items and cost so it can be referenced if donors ask and so the supply line does not look like it went over on the budget. She does not intend to spend the whole amount. They did purchase the rugs and a few more chairs for the children's room. They will be purchasing mounting brackets for the donated i-pads. She is looking into a technology lab for the children as well.

C. Willis suggested they have the bookkeeper add a line under supplies that reads Cullen Donation or Jeffrey donation etc... the funds will still come out of the operations line.

The Board and the Director all liked the suggestion. There was further discussion.

J. Peck suggested creating another account for memorial supplies.

C. Willis agreed they could do that as well. She explained that when she takes money out of the memorial funds and puts it into the checking account she keeps a record to account for it.

The Board came to the consensus that they liked having the separate account for memorial gifts.

Programs:

K. Vavra explained that Tom Cullins is a wealth of information about Ireland. She has discussed with him the possibility of doing a presentation for the library.

The Board discussed the adult programming.

D. Arrato Gavrish noted that they have two adult programs coming up; The Civil War and The Underground Railroad.

C. Willis suggested a book club. She added that the Library Trustee Newsletter is available on-line if anyone is interested.

Item Six: Old Business

Budget Presentation / Explanation: Tabled

Salary Wage Matrix: Tabled **(D. Hoadley & C. Willis need to review/discuss it)**

Employee Handbook:

D. Hoadley handed out the following updated sections of the Trustees Handbook to the Board members:

- Library Bill of Rights
- Approved Mission Statement
- Meeting Room Policy
- Internet Policy and Guidelines

She explained that she and D. Arrato Gavrish reviewed what was missing and what needed updates.

C. Willis explained that the handbook they currently have is a combination of both Library Policies and the Trustee Policies; they had started to do a policy book. **It needs to be revised to separate the Trustee policies from the Library policies.**

D. Hoadley stated that they need to discuss/ review the Employee Handbook, Library policies, and Trustee policies. She added that she has copies of the Pay for Performance Review but she will hold onto them until the table of contents is updated so they can add it to the Handbook.

C. Willis said she would start at the beginning and make a list of what policies need to be added or updated.

D. Hoadley stated that as an action item the Board needs to look at the break down of the three policy books; the Employee, Library and Trustee Policy Handbooks. She added that she already started making a list of what policies need to be updated; the History Room policy they discussed started her looking into it. She has asked Rand to look into the Archival and Preservation Policy. She stated that she would like D. Arrato Gavrish to discuss the borrowing privileges and circulation and fine which are both Library Policies; they are very old and they do not match the co-op policies.

D. Arrato Gavrish explained that she has done part of it, but it is a working document. She explained the format she has used; that items in red are what she is adding to the policies and the items in blue is being taken out.

D. Hoadley asked the Board to review the updated policy for the borrowing and circulation and be prepared to discuss, give suggestions and vote on at the next meeting.

The Board had a lengthy discussion regarding the change in the Library Card Policy. They are now proposing to accept an ID when a patron has forgotten their card allowing for more flexibility.

D. Arrato Gavrish stated that the staff is currently, upon her direction, not denying service if patrons do not have card but are instead asking for the ID. She added that if patrons do not have an ID then the staff will hold their materials for them. She added that the fee structure is up to date.

Bylaws: Tabled

Strategic Plan: Will be moved to a separate meeting

Item Seven: New Business

Pay for Performance Review:

D. Hoadley explained that there was confusion regarding when the pay for performance money is begins. She stated that per the Pay for Performance Policy it is the pay period after the meeting. She read the policy to the Board.

C. Willis suggested that it should state that it be due on the employees anniversary date.

D. Hoadley agreed; she would like to amend it to say it will be effective at the anniversary of the date of hire.

The Board discussed the wording and decided to amend the policy, page 1, second paragraph, to read "notify employee that review is upcoming and determine a mutually agreeable date and time within a month prior to the employees anniversary date of permanent employment". The sentence after will be omitted. They will also amend page 3, 4th paragraph, last sentence to read, "Monetary rewards granted to employees will become effective at the next full pay period after the date of hire".

★C. Willis motioned to accept the Employee Pay for Review process with the changes, second by J. Peck.

★There was no discussion on the motion and the vote was 4-0-0 U/A.

D. Hoadley stated that for the employees who did not have their evaluation before the anniversary date the pay for performance will need to be retro-active. She added that all employee folders need to state their date of permanent hire.

D. Arrato Gavrish explained that Anita might want to further discuss the requirement of "permanent" hire.

D. Hoadley stated that the Board will need to discuss the 3.5% at a later date.

SNHC Meeting:

D. Hoadley explained that at the meeting the directors all gave updates and things are going well. Statistics were given out. They will soon get the meeting notes from Secretary L. Blair. Things are looking good.

Statistics:

D. Arrato Gavrish asked if the Board was able to review the new format for the statistics they requested.

C. Willis felt the old format was easier to read than the graphs but she does like the graphs and D. Hoadley liked the year to year comparison. Overall the Board liked the new format.

The Board discussed the statistics noting that the circulation statistics went down but that on-line went up; they questioned if there is a correlation.

D. Arrato Gavrish explained that it is just another form of circulation and they should watch the trend. She explained that in house usage is also another way to track that they have not done yet but the other libraries are doing. With the co-op when they loan out a book to another library, they do not check it out but the other library does and get credit for the check out. These are ways that they could make the numbers more accurate. There was more discussion on this item.

C. Willis expressed concern that they are the biggest library with the largest collection and that they were assessed at a higher rate than the other libraries. They are profiting from teaming with Plaistow.

D. Hoadley explained that cost was only to migrate the collection but now it is split three ways evenly for the maintenance of the system.

The Board broke for a break at 9:06 pm.

Item Eight: Non-Public Session

D. Hoadley explained that she would like to go into non-public session under RSA 91-A:3(II)b, Hiring of a Public Employee and RSA 91-A:3(II)c, Matters of Reputation. She noted that there will be no further business before the Board after the Non-public session.

★J. Peck motioned to enter non-public session under RSA 91-A:3(II)b & RSA 91-A:3(II)c, second by K. Vavra.

Roll Call Vote: 4-0-0 U/A

D. Hoadley – yes

C. Willis – yes

K. Vavra – yes

J. Peck – yes

There was no further business before the Board and the meeting was adjourned at 10:15 PM.

These minutes recorded by _____

Laurie Pagnottaro, Minute Taker