

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 17, 2015**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, March 17, 2015 at 10:30am

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jane Query  
Luann Blair  
Rosemarie Bayek, Alternate

Absent: Jennifer Kiarsis, Secretary  
Michelle Sykes, Alternate, President, Friends of the Library

Others Present: Cab Vinton, Library Director

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:35 am.

In Jennifer Kiarsis' absence, Rosemarie Bayek was appointed as a voting member.

Welcome back to LuAnn Blair after her most recent surgery as well as a Happy Birthday and St. Patrick's Day!

Welcome to Rosemarie Bayek on her first meeting as an Alternate to the Board of Trustees.

**Election of Officers**

The Officers of the Board will remain unchanged for 2015:

Catherine Willis, Chair  
Jane Query, Assistant Chair  
Jim Peck, Treasurer  
Jennifer Kiarsis, Secretary

**Secretary's Report**

A motion was made by Jim Peck to accept the Minutes of the February 10, 2015 Board of Trustees Meeting, seconded by Jane Query; Ayes 3, Opposed 0, Abstentions 2 (L. Blair, R. Bayek)

### **Treasurer's Report**

Jim Peck presented the Treasurer's Report through February 28, 2015. Jim explained the differences on each line.

Books in History Room were discussed, it is apparent that some have been disposed of.

A Motion was made by Jane Query to accept the Treasurer's Report. Seconded by Catherine Willis; Ayes 4, Opposed 0, Abstentions 1 (Peck).

### **Correspondence/Communications**

Catherine discussed the resignation of Gail Martin Swiderski for personal reasons as Minute Taker. Position has been placed on Facebook, our website and on our library bulletin board at the library entrance.

### **Friends of the Library**

No report. LuAnn Blair discussed having a Friends sponsored Yard Sale next year on the same day as the Plaistow Town Wide Yard Sale. This will be referred back to the Friends group.

### **Director's Report**

Cab reported that:

- Cab has attended the online program on Strategic Planning and will be reporting back to us at the April meeting
- Cab reported that the internet had been extremely slow and Comcast replaced the modem but that modem also needed to be replaced
- Raven is continuing with her class and is midway in the program
- Brianna has completed a program with Medline Plus, a medical information source. She was able to share her learning with the Merri-Hill-Rock Coop at their last meeting. She is becoming more frustrated with the existent website and is exploring other content management systems to make our website more user friendly and professional in appearance. She is considering WordPress and a plan to address design issues. An older survey by library patrons had been done and will be referenced. She is hoping to run both the old and the new systems parallel to give us an opportunity to review. Cab will ask Brianna for names of libraries already using WordPress.

Brianna has also purchased a portable sound system that can be used inside and outside the library.

- Jenn Dawley is already preparing for the summer reading program. She is continuing to reach out to the Plaistow YMCA and the Plaistow Learning Center to address early literacy issues.
- Cab is pursuing a wireless network upgrade and exploring reimbursement through e-rate. E-rate has extended their deadline to April 16, 2015.
- The Building Assessment Draft has been distributed and a meeting just to address this will occur next month. Several of the issues have already been addressed at a lower cost:

Rich, our building maintenance person, has already removed the mold from the bookshelves. The area in the furnace room still has a small amount of mold on the concrete near the steam and water leakage and Rich will treat. Cab asked Brian Fitzpatrick, the plumber, to look at the area as the pipe and the drain seem to be the problem and he will give us a quote on extending the pipe to the floor into the drain. He also said the pressure was higher than usual and fittings were not to code. Reid Mechanical was called to service. Reid will correct that problem and replace fittings

Brian Fitzpatrick will also replace the hot water heater that is leaking into the bathroom in the children's area. He will install a drip pan to avoid that problem in the future.

Cab would like a mechanical engineer to review the system replacements for the HVAC and give opinion on which is the better one to go with.

- Discussion without resolution on pay vs. bonus increases for staff. Cab to review when evaluations are due.
- Cab will be away from the library from March 26 to March 31.

### **Old Business**

Candidates Night reviewed. There appeared to be more issues this year with the questions and if they were all asked and answered. The format will need to be addressed and changed for next year. Sound system was an issue and Cab is hoping to have that resolved soon as it is needed for other programs as well.

### **New Business**

None

The next regularly scheduled meeting of the Board will be Tuesday, April 14, 2015 at 10:30 am. A work session will be on April 7, 2015 to discuss the Building Assessment Draft.

**Adjournment**

A motion was made by Catherine Willis to move to adjourn at 12:30 pm. Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Jane Query  
Minute Taker