

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
April 7, 2015

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, April 7, 2015.

Present: Catherine Willis, Chair
 James Peck, Treasurer
 Jennifer Kiarsis, Secretary
 Jane Query
 Luann Blair
 Michelle Sykes, Alternate, President, Friends of the Library
 Rosemarie Bayek, Alternate

Others Present: Cab Vinton, Library Director
 Melissa Theberge, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 10:37 am.

Motion to enter Nonpublic Session was made by Catherine Willis, seconded by Jane Query. This meeting was called in accordance with RSA 91-A:3, II(a) and RSA 91-A:3, II(e). A Roll Call vote was taken and all present voted to enter non-public session at 10:39 am.

A Roll Call vote was taken and all present voted not to seal these minutes.

Public Session reconvened at 11:05 am.

Secretary's Report

Motion to accept minutes of the March 17, 2015 meeting was made by Jim Peck, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept minutes of the March 25, 2015 emergency meeting, was made by Jane Query, seconded by Luann Blair. Motion carried: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Peck).

Treasurer's Report

Jim Peck presented the Treasurer's Report with a brief discussion about going paperless for meetings and using ipads or laptops for reference during meetings. To be discussed further another time.

First quarter is basically on budget. Jim provided explanations on the following line items:

- Landscaping--Timing of billing cycle may be the cause of being under budget.
- Repairs--\$1500 for ice dam removal due to extreme winter.

Materials--Currently under budget but will catch up as the year progresses.

Salaries--Appears below budget mostly due to an unfilled position.

Social Security--Jim indicated that he needs to look further into this variance.

Dental/health insurance--Received a \$6700 surplus return from Health Trust which will be offset by catch-up for Jen and Raven. Temporarily under-planned but will remain under budget. About \$2000 will go to about 5-6 employees but should remain under budget. Additional health care details to be discussed later.

Continuing Education--Preservation Class for Raven, which will benefit the Town as well with archival projects.

Postage--Was prepaid so will be over budget for the year. Will benefit next year and in the future.

Public Activities--Numerous programs for both adults and children and growing, which results in being over budget so far. Cab explained that some programming is prepaid in this first quarter and that summer attendance should stay steady, especially with Brianna. He added that spending should dip, although will still be over-budget for the year. Jim agreed that this rate will not continue for coming quarters. The Library supplements the Public Activities/Supplies lines from Special Projects as part of gross budgeting; however, future budgeting for those lines might need to be increased. Luann shared that Brianna is bringing in author Mary Kay Andrews for free while on a book tour, which is an achievement. Jim would like to talk with businesses for additional contributions and Cab indicated that this is happening with Fit Family series already. Successful programming will result in more business participation.

Supplies--Considerably over budget. Concerning but Jim will look into it further with Cab. Cab explained that Summer Reading supplies are included in that number and will look into value of what was purchased.

Electric/Gas--A bit over budget. Gas increase is due to colder winter. Electric due to higher rates probably. Cab indicated concern with motion sensor light being on 24/7 though this is not resulting in variance. Jim will look into reasons for electric variance. Discussion about merits of pre-buying to save money and to have fixed costs for ease of budgeting. Jim suggested looking at alternative energy sources. Cab had solar company visit for cost/benefit analysis and they will submit a proposal in 2-3 months. Cab has a company coming soon for light retrofitting. Library has 140 fixtures and none are LED and newer systems would likely pay for themselves within a few years. Unitil offers rebates for this kind of retrofit. If HVAC goes through there will be significant savings there too. Cab is looking at roofing companies to come in and assess roof/insulation in light of massive ice dams this winter. Teaming up with other town buildings and schools could reduce solar and other costs.

It was suggested by Jim that the current Memorial Account donors, or their families, be contacted regarding how they might wish donations to be used.

Motion to accept Treasurer's Report made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1 (Peck).

Correspondence and Communication

Cab reported that two donations have been received in support of programs. Jane wanted to confirm that thank you notes have been sent and Cab will check on this.

Luann reported that Exeter library made posters for business donors to display showing their support of the library. Size was approximately 11x17. Cab suggested offering donors a size choice between that and a smaller 8.5x11.

Friends of the Library Report

Michelle reported that they currently have \$3863.18 which is near to the \$4000 they like to have on hand.

They are planning to get Vendor Fair applications out earlier this year.

No book sale this year due to the shortage of help. This event requires many more helpers. Cab reported having spoken with Michelle about what is required to make this work in the future so that he understands staffing needs of the event.

Antique Road Show idea suggested by Brianna. Looking for appraisers. People would set up appointments and pre-pay, and some drop-in availability too. Luann's husband has records, and there is a possible DJ to play music to make it festive. No date selected yet, perhaps early fall. Jim indicated Historical Society may be interested in knowing of items people don't want. He offered to attend next meeting.

Possible yard sale in future. Luann indicated that they would be looking for donations, not selling table space.

Gifts were purchased/donated to be raffled during school vacation week.

Festival of Trees work will start in September or earlier and theme will be related to books. Perhaps patrons will be asked to donate/make ornaments. Luann suggested asking Jen to have story hour children make ornaments.

Regarding membership, Linda Morrisey is returning and others will help when available. Jim asked if Jen and Brianna could mention Friends when interacting with parents. Cab indicated Brianna is going to a conference on a related topic and may have ideas afterwards. Cathy said that some people prefer helping with a project rather than attending regular meetings.

Sandown Friends representative will come to April meeting to talk about what they do.

Next Friends meeting: April 24 at 10:00am.

Director's Report

Cab reported that the deadline for e-rate paperwork is April 16 for federal help with wireless update.

Annual co-op meeting is in early May. Cathy has asked for an accountability report specifically about group cost issues. Cab is looking at movement of books, number of books, etc. Cathy is coordinating with Joe Freeman from Kimi Nichols about willingness to do van deliveries among the co-op libraries. Sandown uses the State Library van service for all ILL. Joe is the director at Kimi Nichols and wants his clients out in the community with tasks such as this.

Old Business

1. Strategic Planning Sessions

Cab did some seminars but hasn't had time yet to compile notes. He will send links to Luann and Cathy in meantime. Jim indicated that a new technology plan needs to be part of this. Cab indicated he has things lined up for technology too. Cathy asked if it would be ready for discussion at May meeting? Would like to be done before fall.

2. Performance Reviews/Compensation

Cab reported that he has started the performance review process for 2015. He wants salaries to meet the targets of peer libraries and he would prefer to use more of the compensation pool for bonus rewards for specific goals.

New Business

1. Trustee Education Meeting

Cathy explained that the Trustee Orientation Meeting is free and very informative. Luann is going on April 22 in Concord. Jane, Michelle, Jim, and Rosemarie haven't gone.

Cab sent out Spring Conference information on Monday, May 18. Luann, Jane, and Brianna are going.

Cathy said the co-op meeting is in Atkinson on Monday, May 4 at 7pm. Jenn attends each year and asked if there was anything she could bring up at the meeting.

2. Health Insurance Changes

Cathy shared the background about health insurance and the library being different from the town. Soon the town plan will change to an 85/15 contribution (town/employee). It was suggested that the Library change its current percentages to be consistent with the town. The purpose of this change is for the Library employee benefits to be consistent with town employees. Cab and Cathy will look at other plans in the meantime to reduce overall insurance costs. With payroll schedule and payments being made in advance, deduction changes will begin in May so that the policy shift begins on June 1.

Motion to change the health and dental match to 85/15 contribution (Library/employee) for all covered Library employees, made by Jim Peck, seconded by Jane Query. Ayes 5, Opposed 0, Abstentions 0.

3. Meeting Room Policy

Jane Query and Cathy Willis have drafted a new policy for the meeting room. There have been concerns and issues with some groups and entitlement to certain days and times. Cab also contributed language that provides more clarity and leaves less room for abuse.

Cab explained that the real driving force of the policy is that the librarians need more flexibility with planning programming and need priority in booking rooms. Policy changes will include booking limitations which will impact a few groups whose bookings are most frequent.

Fees for certain groups that want to use the meeting room were discussed. Although Cathy, Jane and Cab were unable to discuss this prior to the meeting, Cab has fee schedule samples available to him, which he can present to the Board. Donation options for groups using the Meeting Room were also discussed. Donation options do exist in drafts and funds would go to Friends, which do come back to the library and they have 501c3 status which people prefer. Jim prefers the donation-only method and is looking for ways to raise more money for the library to cover program costs. That might be a consideration, but Cab and Jenn believe that some type of fee and formal process is necessary.

Cab said those who are on the calendar now will stay. Rebooking is through June right now. Cathy suggested new policy (not with fee schedule) should be in place by about July. Cab feels the policy text allows for flexibility and decision making by the Director and Trustees so that it will be fair and adjustable as needed. Library programs must take precedence. Cathy suggests it can be revisited in a year if programming picks up.

Discussion followed that the policy should be reviewed by an attorney. Motion to submit the proposed meeting room policy to the attorney for review, made by Jenn Kiarsis, seconded by Jane Query. Ayes 5, Opposed 0, Abstentions 0.

4. Code of Conduct Policy

Cab reported that a system needs to be in place so that staff can give warnings and step up the warnings as needed. Cathy learned from NHMA that once a policy is in place, we can document occurrences, give a warning, share the policy with the person and let them know they may be removed if violations continue.

Cab will look at ways to post the policies, including other policies that would be helpful. He added that other policies exist to cover internet use.

Jenn confirmed that the weapons policy was previously approved (it is currently included as an addendum of Code of Conduct policy draft). Jim would like confirmation that weapons policy has been approved by an attorney.

Cab said he would remove Weapons in the Workplace policy from Code of Conduct and keep it as a separate policy.

Motion to send the Code of Conduct policy, Weapons in the Workplace policy, and Meeting Room policy to the attorney for review, made by Jenn Kiarsis, seconded by Jim Peck. Ayes 5, Opposed 0, Abstentions 0.

Adjournment

Special meeting about building assessment, April 14, 10:30am

Next regular meeting is May 12, 10:30am.

Motion to adjourn made by Luann Blair. Meeting adjourned at 1:30pm.

Respectfully submitted,

Melissa Theberge

Minute Taker