

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
August 11, 2015

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, August 11, 2015.

Present: Catherine Willis, Chair
 James Peck, Treasurer
 Jennifer Kiarsis, Secretary
 Luann Blair
 Rosemarie Bayek, Alternate (voting member today)
 Michelle Sykes, Friends of the Library, Alternate

Not Present: Jane Query

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 10:32am.

Catherine announced that she will be resigning from the Board of Trustees effective either September 1 or October 1, 2015.

Secretary's Report

Jim referenced two areas in the July minutes where slight edits need to be made for clarity. Additionally, Jim reminded everyone that in the minutes it notes that Raven suggested the formation of a disaster committee and he suggested the group keep that in mind.

Motion to accept the minutes from the July 14th meeting, as edited, was made by Jim Peck, seconded by Jenn Kiarsis. Motion carried: Ayes 5, Opposed 0, Abstentions 0. (Bayek as Alternate)

Treasurer's Report

Jim began by referencing the sub-accounting report from TD Bank and reviewing the totals. For the regular financial report Jim said total expenses are coming back in line with budget. The total expenses (on page 2 of the report) indicate that the budget is under by about \$4000. The Materials line is now on budget. Most other lines are similar to previous months, with some over and some under budget as they have been. Public Activities is still projected to be over budget but with other areas offsetting this, the budget as a whole looks to be on target for the year. The main concern with next year's budgeting will be to examine Public Activities and to increase this line somewhat. Electric continues to be under budget. Cathy asked about the natural gas overage but Jim explained that the overage is minimal in the

scope of the entire budget for this item. He will check to see if the increase is volume or rate related to see if it should be adjusted in the coming year.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Rosemarie Bayek.

Motion carried: Ayes 4, Opposed 0, Abstentions 1. (Peck Abstention, Bayek as Alternate)

Correspondence and Communication

Jenn wrote a thank you note to the Passaconaway Quilters for their recent donation.

Friends of the Library

Michelle shared the Antiques Rodeo update, including details about a food truck that will now be coming. Luann's husband Rick and his friend will provide DJ style music. Michelle shared Briana's suggestion to offer a live feed onto a big screen for all attendees to better see what is happening. The auctioneer is agreeable to this. Newspapers have been notified, fliers will be distributed, and a banner is being shipped.

The puzzle is still problematic with finding a reasonable printing price. Joanna is seeking sponsorship with a local bank and she is working on an updated formal proposal to bring to the bank. The group is considering ways to include this bank on the puzzle. Jim recommended a related watercolor painting that may help as a background on the puzzle. Jenn asked if previously unidentifiable photos on the draft proof had been identified and suggested the template be adjusted slightly to allow for identifiable photos. Cab explained that if a sponsor is contributing, more of the puzzle price can come to the Friends so it may work to go with a more expensive printer.

Michelle also shared that the American Girl doll event will be on October 4, 1-3pm. The cost will be \$5 per person and there will be prizes. Luann has a hairdresser booked to come in for this.

Southern NH Cooperative

Cab reported that there was no August meeting and therefore no news to share.

Director's Report

Cab has been away on vacation until today. With the time he has had since the previous meeting, he has worked mainly on building projects and will need to review these before reporting further. Yesterday, Castagna came to examine the submeter project and provided a quote of \$1500 for a submeter to compare the electric discrepancy. Cab thinks this may be too costly if there is in fact no discrepancy between Unitil charges and actual usage. He said Councilman believes the onus should be on Unitil to explain the discrepancy and it should be their responsibility to pursue this. Cab said the bills on paper look "normal" but the online history shows doubling in the number of days billed and yet Unitil does not offer an explanation for this. Cathy asked if the billing amount online and on paper match? Cab said that

the numbers on the bills online and on paper do match but the days in the billing cycle do not match. Granite State Solar discovered this when they were here a while ago and they partnered with Castagna to investigate. Cab will pursue it all again and will try to pressure Unitil to investigate the discrepancy before investing in a submeter. He will also share the data with Jim who offered to look at it as well.

Cathy asked about hiring status. Cab explained that when the previous administrative assistant left, the job went to Brianna and the description was changed to programming and publicity. This shift meant that Cab lost administrative support which he now needs. He has tried to restructure existing staffing to accommodate this need. Annie's position is currently 20 hours a week, with 10 at circulation, and 10 designated for assisting with youth services. Cab suggested taking this 20 hours for administrative support. When Jen needs support in youth services she can have up to 10 of those hours back. Cathy explained that Jen does tend to work out her needs on her own but the concern is for a long term solution, as in the case of illness. Cab said some of the other 10 hours from circulation will be shifted over to Raven, whose 32 hours are too many for the cataloging task. He feels she can give some of these hours to circulation. He would also like Brianna at the front desk 2-3 hours a week to have interaction with the public since it would benefit her programming responsibilities to have her more engaged with the public. Additionally, she can learn procedures and policies of running the front desk which he indicated is important for all staff. He has some candidates who may be a good fit for the administrative skill set as well as being a kid-friendly helper for Jen when needed. If Raven covers some of the 10 hours and Brianna covers a few he feels it should work. He will look at getting interviews started this week.

Old Business

HVAC--Cab is waiting for Granite State Plumbing (who will subcontract a man named Sam) to get back with a revised quote. He expects that he has everything available to be shared with the Trustees for review. Sam guarantees his work for a year. Cab expects the work could be started in September and be finished by month's end.

Security System--Cab reported having 3 quotes, and the town is also getting quotes for the historical society as well. Not all companies have been very responsive. Cab said the ideal system would include Nelson Room access with an exterior keypad for one-time use codes to be given to groups who use the room, but so far the quotes for the one Nelson Room door are at \$2000 which seems unreasonable. He suggested one option would be to move forward with general security upgrades without that one component. Most companies suggested fully upgraded panels with new features but these quotes suggest widely different upgrades making it hard to compare the quotes. There are different recommendations for number of cameras, location of sensors, etc. Jim asked for the motive behind the sense of urgency with security updates and Cab referenced the recent break-in. Cab added that DVD thefts could be reduced with cameras installed. Luann reminded everyone that a laptop was once stolen before her retirement as well and that the youth area door may be a concern too. Cathy said the urgency is that we don't want to wait for an additional break-in before addressing security. Jim would like a timeframe for making a security system decision. Cathy suggested asking other libraries about their security solutions for ideas and Cab will pursue that. Cathy suggested having Nelson Room be a future add-on. The discussion turned to affordability in this year with general agreement that the

upgrades other than Nelson Room could be done this year, at a cost of approximately \$8,600. Jim suggested September/October as a good time-frame for a decision and offered his assistance since he is doing similar work at the historical society.

Sprinkler System--Cab said he has a quote from John Carter. Jim said Castagna was going to look back at the original plan and ask if the code at the time called for Schedule 40 pipes or if Schedule 10 had been recommended then. The current quote from Carter is for around \$25,000 and includes Schedule 10 pipes. Schedule 40 pipes are far more expensive and are generally not used anymore. Cab also has a quote for a nitrogen system that would guarantee pipes stay dry, for an additional \$15,000. Nitrogen systems are supposed to last 70 years versus regular dry systems that last about 15 years. Jim explained that an additional concern is the valve between the wet and dry system which is severely impacted in a power outage because the compressor stops working and then water is allowed through. A generator would help keep the water out of the pipes in an outage. Cathy asked if this was in the CIP and suggested it be put there.

Capital Improvement Plan (CIP)-- Jim reported that the sprinkler is in the most recent CIP draft (\$26,000) on the last line, Public Safety under 2016. Alarms are included in the CIP for \$14,000 in 2017.

Cathy asked about the CIP Public Safety line under 2019, where it lists \$27,600 with a companion document identifying this as "ASG Security quote & Castagna estimate" and she would like to know if this amount covers something other than the items in 2016 and 2017 on the same line. Cab and Jim said they need to finetune the CIP document and this line would be addressed then. Jim explained that Seacoast would cover both security system and fire prevention.

Cab, Cathy, and Jim are meeting at 1:00 on August 12 with Sean, and the CIP committee meeting is on August 14 at 6pm to go over the draft. Jim said he was asked by the town to use some of the library's own funds. Jim referenced the TD Bank account which reports memorial and other funds. Of the total amount, about \$150,000 of the funds don't have stipulations which means some can be used toward the CIP projects. He suggested moving items from the lower part of the CIP document (HVAC and Renovations) and pay for them through two sources--1) the encumbered money (\$42,301) and the deposit listed on TD Bank report (\$25,699). He suggested using this \$57,000 out of the library funds of \$150,000 for the HVAC and renovations, specifically the countertops and soffit repairs. He does not recommend using all the money but wants to work at balancing what library funds should be used along with what taxpayers should cover.

Jim explained that the items above the line on the CIP would be funded by the town and items below the line would be funded by the library. Cathy shared Sean's reply to the proposal to use some of the library's funds. His message suggested that the library shouldn't have to use its funds when there is \$3million in the fund balance which has no impact to taxpayers. He suggested that the library trustees should perhaps speak to selectmen about accessing this. Sean would also like to set up a capital reserve fund for buildings and include the library in it, starting with a couple hundred thousand dollars, and then the library could use this for repairs. With this town surplus available, Cathy suggested that it should be

accessed before using the library's funds since the library has not accessed these town funds before now. Jim said he is okay with using the town funds if Sean's plan works out but he does not want to lose control of the CIP by being included with the town in other projects. They will know more tomorrow after meeting with him and discussing it further. There was discussion about how to communicate with trustees in the next two days between the two meetings. Additional discussion surrounded the use of library funds for projects previously planned, such as countertops and HVAC. Cathy said the trust funds were supposed to be used for "nice" things versus capital projects.

Before departing the meeting, Jenn said she would like to see the library accounts used for the countertops and then access town money for HVAC if possible. Jenn also reminded everyone that there have been no new memorial funds added in recent years and that the account is not continuing to grow substantially. It should not all be used if other funds are available.

Cathy said to get HVAC done this year, the library will have to use its money and not wait for the town. There was agreement that if the library funds get used for this project in order to complete it this year it will not be possible to take on similar large expenditures again in future years but all were agreeable to spending the library funds for HVAC.

Jim said the remaining top part of CIP has a timeline. The capital reserve fund set up would be for \$100,000 and then each year the library would be asking annually for \$65K, \$65K, \$65K, and \$60K. All the projects listed in the Castagna report are laid out in the plan. Jim will edit out "HVAC" on the top section of the CIP. In reply to a question about window cost, Jim explained that the \$15,000 in 2017 and \$10,000 in 2019 are both for windows, split over two years to break it up. He and Cab will review the numbers thoroughly before the upcoming meetings.

Jim said that for the paving, Sean would ideally group this into one contract with the town. Cab said there is a column on the second page of CIP for joint projects with the town, including a digital road sign, solar, lights, and paving for better leverage with contracts.

Cathy asked for any objections to spending library money on the projects discussed? None were shared.

With no other business to discuss, the trustees entered Non-Public session for Cab's performance evaluation, per RSA 91-A:3, II (a). Cab Vinton was excused, as was Melissa Theberge, Minute Taker.

Public portion of the meeting closed at 12:10pm.

Next Meeting: Tuesday, September 8, 2015 at 10:30am at the Plaistow Public Library.

Respectfully Submitted,

Melissa Theberge
Minute Taker