

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
September 8, 2015

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, September 8, 2015.

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

Not Present: 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 10:33am.

Director's Report, Part 1

Cab introduced Alice Major, the new Administrative Assistant. For now, Alice and Brianna will share some office space. Alice shared a little about herself, her experience, and her particular experience with fundraising, grant writing, and a desire to work at the library and participate in multiple ways.

Secretary's Report

Motion to accept the minutes from the August 11th regular meeting was made by Jim Peck, seconded by Jenn Kiarsis. Motion carried: Ayes 4, Opposed 0, Abstentions 1. (Query)

Motion to accept the minutes from the August 11th non-public session was made by Jim Peck, seconded by Luann Blair. Motion carried: Ayes 3, Opposed 0, Abstentions 2. (Query, Kiarsis)

Motion to accept the minutes from the August 25th regular meeting was made by Jenn Kiarsis, seconded by Jane Query. Motion carried: Ayes 4, Opposed 0, Abstentions 1. (Kiarsis)

Motion to accept the minutes from the August 25th non-public meeting was made by Jim Peck, seconded by Luann Blair. Motion carried: Ayes 4, Opposed 0, Abstentions 1. (Kiarsis)

Treasurer's Report

Jim explained that the year is two-thirds complete and things are on track as expected. The Legal Expense Line is expected to remain under-budget.

The Facilities Line is over-budget. Repairs for piping damage was not budgeted, and that amounts to about half of the reflected amount in the "over-budget" column. Cab will talk to the town about recuperating.

Cathy explained that The Liability Line is placed to offset the insurance deductible. Jim said it could be moved from Repair Line to Liability Line. Jim will place it where it makes sense. Putting it under Liability verifies the purpose of the expense. The liability expense is related to ServePro and accounts for the deductible. Jim will consider the best way to itemize these expenses with future budgeting in mind.

Materials Line is on target. Online resources will come into line as the year continues,. Payroll is on target. There is also \$1400 from social security included there too.

Public activities will be over budget for the year, as expected. Other lines continue to be below the planned amounts as expected.

The sub-accounting report from TD Bank shows the usual interest and deposits.

The budget will be worked on beginning this month. Jim estimates that getting the budget ready for October should be no problem. Jenn asked if any line increases are planned. Jim said that Public Activities is the line that will likely see an adjustment. The increase in programming is also something the town wants. Raising some and lowering other lines should keep things generally steady overall. Luann indicated that programming at the library really has increased. Cab suggested maybe incrementally increasing the budget for this line is best. Jim expects a total budget increase of flat to 4-5%...Cab thinks this is a lot and sees it as coming in less than that percentage. Cathy suggested that the town budget committee looks for 1% increases if possible.

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

Correspondence and Communication

Cab reported that Roy Jeffrey kindly donated another \$1000. Mr. Jeffrey is happy to have the funds used as the Trustees see fit. Jenn will send a thank you note.

Cab would like to have something like QuickBooks to document and track donations that come to him. There was discussion about how to handle this. Jim will look at some best ways to do this.

Friends of the Library Report

Antiques Rodeo made the front page of the Eagle Tribune so the Friends are anticipating a large and early crowd on Saturday, September 12. Michelle described final ticket preparations. The Friends will be here at 8am and the event begins at 10am.

The next upcoming project is the American Girl tea party on Oct 4th, 1-3pm, girls ages 8-12 and their moms. A hairdresser will be present, nails can be done, there will be a runway for doll style show, and a raffle will begin for the donated American Girl doll. The cost will be \$10 per person, so it will be \$20 for mom and daughter. Donations of tea cups are coming in and cookie donations are still needed.

Vendor Fair applications will need to go out soon.

Southern NH Cooperative

Cab said the last meeting was in Atkinson. They welcomed Hampstead's new director to the area. She had been involved in a large cooperative at a previous job. The group discussed NH libraries.

The Koha software system can soon take Paypal to pay fines.

Kimi Nichols delivery plan is working well.

Directors Report, Part 2

Cab has been working primarily on building and hiring.

He has called a company that works with telephones and works with Toshiba. This company has tightened up the connections, labeled wiring, and repaired jacks in the library that have not worked. Cab asked what a phone system upgrade might cost in the future. Cathy asked about new phones and extensions. Cab had Alice take on getting her phone system set up in the new office and she has taken that on while the telephone repair company was here. Voicemail is not accessed through the current phone system, but rather thru Earthlink. Cab needs to confirm that it is being used correctly. He is interested in a messaging system in the future.

Landscaping proposals are coming in after talking to 6-7 companies. Three proposals have come in and Cab will consider the options.

Cab said that Jim has met with John Lecours, a local artist who had some paintings installed at the library recently. For the large open space, John suggested murals, or more specifically, large panels, that would depict Plaistow history. Jim and Cab discussed placement of the panels and that it would be important for the art to have longevity and be done well. John will provide some mock-ups for the group to look at and he is willing to donate his time. Jim will meet with him again on Wednesday. Luann mentioned that she had wanted to hang quilts there at one point since the library has had some. Cathy suggested a loft area be built in that area. The accessibility of a loft style space was discussed. Luann pointed out that new spaces should be accessible.

Jane asked about the security system update. Cab said it was on the CIP for the town and it was scheduled for 2017. He said it needs to be folded into the upcoming budget, add it into CIP for the year, or find other money. Cathy suggested calling Pulsar and have them come in and fix things that should already be functional. Cab said they are still coming up with a system for the cashbox. Cathy explained some security concerns with USPS deliveries and a subsequent alarm that was set off in an unrelated event.

Cathy described a need for screens to be placed in certain windows that have none. Cab said this would be no problem.

There was discussion over concerns with Pulsar's services and their fees to come handle the system they installed. Jim offered a contact number for Cab to call Pulsar.

Old Business

Raven Greg-- Report on Archival Course: Raven reported on her 10 week long class and what she learned that will help her get the older books in order. Books with ribbons need repair and many other books still require cataloging to identify damage. The library needs a disaster plan for the library and this room and some archival books. If purchased, archival boxes would be stored in glass cabinets and the boxes would be labeled.

Cathy explained that town reports are also on microfiche but she is not sure all books are on microfiche yet. Raven explained that microfiche is still a good technology and original books should still be kept. She said even the Library of Congress is hesitant about using digital online technology due to potential failures.

Raven would like to see a disaster committee pulled together. A phone tree could be put together to handle a disaster. Security for the historic materials room is important, and it would ideally include a camera.

Raven has resources to put together a disaster plan. She would like to work with the fire department to train staff on fire extinguisher use. Luann asked about CPR training, as it used to be part of staff training. Cab said they were invited to the Atkinson training that is coming up. Cathy suggested closing the library for a couple of hours to do this sort of training.

Raven estimates a collection of about 1000 volumes in the closed cabinet. Cathy asked if there was a procedure for patrons using this room. When asked, Raven will pull relevant books for a patron and allow them to be used at a table near the front desk, and then Raven later re-shelves them.

Timberlane Yearbooks are part of the collection. Both Luann and Jenn have some yearbooks at home that they are willing to donate if needed. Raven will check on the years that are needed and will gladly accept any yearbooks that would add a new book to the collection.

To pay for archival boxes, a grant could be written to fund that. Alice will perhaps be asked to help Raven with this.

Jenn said that the Trustees would work on the disaster plan. Raven expressed interest in participating and supporting the effort.

Status of Projects:

HVAC--Cab said work on this has been stalled in part by time spent on CIP work. Additionally there has been a delay in getting a reply on a question Cab posed to Granite State. There was discussion about how to proceed and the Trustees suggested Cab ask for a different sales person to work with so that the project can move forward.

CIP--Cab said the town committee was happy with the CIP and it is now on its way to the Selectmen.

New Business: None.

Next meeting will be held on Tuesday, October 13. Cathy indicated that this would probably be her final meeting.

Motion to adjourn was made by Jenn Kiarsis at 12:19pm.

Respectfully Submitted,

Melissa Theberge
Minute Taker