

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
June 14, 2016

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 14, 2016.

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

Not Present: Luann Blair

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

Call to Order

Cathy Willis called the meeting of the Board of Trustees to order at 10:38am.

Secretary's Report

There was a decision to wait until next month to approve the May minutes.

Treasurer's Report

Jim reported that the total expenses are virtually on budget. The gas variance will be carried for the rest of the year. Some health insurance details are still being looked at by Jim because it is still over-budget. He thinks it has to do with how many payments are made in the first half of the year, and he expects the year to continue just over budget as it is now. Some program categories were added at Cathy Willis's request but because it wasn't budgeted with those sub-categories in place originally, the report doesn't show these. Summer reading program information is still coming in but is not reflected in this month's report. Jim will add subtotals so proper comparisons can be made. He still estimates being over-budget in programming for the year. Jim will report back on the healthcare variance.

The sub-accounting report looks the same as last month. Jim met with Jill Senter and was encouraged at the possibility to earn slightly more interest on these accounts. Jim will look at it further and see what the risks are.

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

Correspondence and Communication

Cab reported that the humanities grant came in for the full amount, including a very complimentary letter from the NH Humanities Council about the planned projects. Jim suggested including the Board's Treasurer in the communication and bookkeeping loop.

Friends of the Library Report

No report. Next meeting is on Friday.

Southern NH Cooperative

No report. Meeting postponed until next month.

Director's Report

Cab reviewed his previous goals and shared updates.

Regarding the network, the library will now be participating with e-rate. The deadline is approaching for the contract and he is planning to make a final decision on this. It will cover network equipment that will benefit wireless and connections. The current equipment is behind the standard for wireless and requires this update. Jenn asked about computer vendors and if we are still looking at this, but Cab said that will be investigated another time.

Cab said that creating a pool of substitute librarians is not easy. He had wanted a formal cooperatively run pool with other libraries but found no interest. Instead, he will ask for other librarians' interest in being on-call for PPL and simply maintain that list.

Another goal Cab had was to assess adult programming and build a plan moving forward. Cab had Brianna put that together, looking over past programs and assessing what worked and what didn't. For example, Ladies Night Out was popular at first but taking a break now seems sensible since attendance dwindled. Brianna may revisit this programming after some time off. Financial programs, authors, and local history seem popular, as well as programs surrounding food. Going forward, the fall focus will be the Community Stories program, centered on the Vietnam War, with probably a community program each week during that time. Brianna is considering an off-site book club, for example at a senior home, with the idea that the library is not passively waiting for visitors but rather going out and engaging the community. More local history programs will be coming, an author, Dan Szczny, and others, as well as additional food programming. She also hopes to restart some craft related programming. Computer classes may be offered too, in order to utilize the new computers. Cathy asked about frequency of events and Jim suggested more animal visits. Jim also asked about how she gets public input, and suggested a white board be posted in the library that visitors could write on with their suggestions.

In response to requests for data, Cab created detailed documents about the library's collection and use, including data by format, age group, turnover, and cost per use. Based on the data, movies are heavily circulated and more could be purchased. Additionally board books and comix are on high circulation and worth purchasing more. Oversize and large print books are quite costly for how little they are circulated.

Jim showed interest in knowing the most popular book titles. Cab said he can create data sheets that answer specific board questions, and to just let him know of any requests.

Cab explained that he is working on adding metadata to the system so he can access age, gender, and related data on patrons. He has a quote for access of this data for the entire town but has not purchased this.

Cathy and Cab said that the health care review has been done but that they are going to work on that it further in the summer.

Old Business

Strategic Plan Meeting--Brianna has some information about a company called Essential Worth that has done a great job with other organizations in developing a strategic plan. Working with other libraries reduces cost for all. The document Cab shared indicates details of how the program works, including webinars, team meetings, and possible coaching sessions. Cab has talked extensively with Jay Vogt and feels confident in the process, especially if completed with other libraries. He said that the plan results in a brief document, which creates a focused plan for reference. Cathy and Jim requested samples of the resulting documents and Cab will get that for them. The board seems generally positive about the idea. They agree to meet in the summer to get this started which means it will be more difficult to get other libraries on board with joining in.

HVAC update-- Cab has information about a new company which offered a lower cost proposal. Cab will email about the details and cost breakdown.

On Friday there will be a mural unveiling and artist reception at 6pm. Cab recommended an honorarium for the artist based on the incredible work that has been put into this donated project. The Board agreed and will coordinate with Jane to get a check to him.

Meeting adjourned at 12:03.

Next meeting: July 12, 2016 at 10:30am.

Respectfully submitted,

Melissa Theberge
Minute Taker