

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
February 21, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 21, 2017.

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

Not Present: Jennifer Kiarsis, Secretary

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 10:35am.

Secretary's Report

Jim requested a wording change in the January minutes regarding encumbered funds. The line "One check was written for \$13,000" is now edited to read more accurately, "Payments so far total \$13,000."

Motion to accept the January minutes as amended was made by Jim Peck, seconded by Luann Blair. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Treasurer's Report

Jim summarized the January budget report. The Uncategorized income line represents funds from town as a reimbursement and will be moved to a reduction of expenses shortly. Facilities will increase in February and beyond. Personnel line includes a Genealogy course for Raven. Postage line indicates supplies being replenished. Jane said the envelopes she has are invoice envelopes so the windows don't line up. Cab will look into this. Programming expenses are typical for January. Cab will look into payment of museum passes. Supplies and Technical Services are lower, as expected for January. Utilities were slightly below budget for January. Telephone is still slightly over budget.

Funds accounts are as expected. Cab asked about fees and Jim said that he has asked about this and is looking at CD rates. Cathy asked about differences in balances on a few of the funds. Jim thinks these are standard variances based on possible withdrawals or rate changes.

Rosemary asked for clarification about Jim's role as assistant to Jane. He is not an Assistant Treasurer. The Board title and role he has is as a Financial Analyst and he does not have any contact with money in any way. This role includes explaining the financial report each month at meetings. This was confirmed by the group and determined appropriate.

Motion to accept Treasurer's Report was made by Luann Blair, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query)

Correspondence and Communication: None

Friends of the Library Report:

Michelle shared their year-end financial report. She said Cab will be joining the upcoming meeting on February 28 at 10am and the Friends will be working with him to make a purchase for the furniture upgrades. Going forward they will be meeting the 4th Tuesday of each month.

Southern NH Library Cooperative:

Cab reported that the cooperative project with Bywater Software with 22 libraries is essentially complete. There will be a report writing feature that allows for tracking on checkouts, fines, etc. Soon the new feature will go live but Cab does not have a timeline for that yet. With the success of this cooperative project, there is potential for larger projects and the group will hold an annual meeting in spring to plan for the future.

Strategic Planning Committee Update:

Group has met as well as a subcommittee group focused on a community survey, with a plan to have a survey ready for use by election day. Cab is in touch with someone from UNH with experience in this and Brianna is working on a draft of questions. He also referenced an online sharing folder of documents the Board can review. The full committee will meet again on March 10.

Director's Report:

- HVAC—Almost complete. Jim is still confident in the overall savings. A preventive maintenance plan will be set up in time. Accountability reporting will be put in place to track the contract going forward. Cab has had one training session so that he can shut the building down more easily on snow days and vacation days, for example.
- Cab said there may be rebates available from Unitil for energy efficient upgrades. He will also decide if John (Project Manager) will be completing this paperwork.
- Sprinkler—John McCardle and Paul Lucia and Jim are working on this. Cab said there is a proposal in place but it's in the early stages of decision-making and they will be working on it further. Costs could be reduced by teaming up with a town-level project.
- Parking—Cab said Dan Garlington came in to help with snow removal to clear parking lot completely.
- Jim shared a schematic drawing of the landscape design that was provided with the building design, highlighting the design plan for the area across from the driveway.
- Cab said that Raven finished the genealogy course and he would like to update some materials at the library. Michelle asked if she might share some info with the community on how to research genealogy.

Old Business:

- Candidates Night, tonight 7-10pm.
- Cab said that the cable department had extra "retired" cameras that have been installed in the large meeting room to make it easier to televise these events.

New Business:

Major Gifts Program—Cab said that Alice would like to send out an appeal letter for major gift donations sooner rather than later. There was discussion about sending a mailing to seek donations from the general community as well as for more significant donations, corporate gifts, etc. She is also interested in door-to-door contact. With a building anniversary coming in 2020 she feels it would be good to start communicating about donation opportunities now. Also included in a mailing would be information for planned giving for families to leave funds in a will. There was discussion of how to recognize donors like the tree and leaves display. In the long term, Cab feels the strategic plan will provide the “why” of donating. Cab would like the Board to review the document he sent and forward him questions for Alice. There was also discussion about who in the town might be good to sign off on such a letter.

Next meeting: Moved to March 21, 10:30am.

Adjournment: 11:48am

Respectfully Submitted,

Melissa Theberge