

PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
Tuesday, September 12, 2017

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, September 12, 2017.

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

Not Present: Rosemarie Bayek

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 10:32am.

**Secretary's Report**

Motion to accept the public special meeting minutes from July 17, 2017 was made by Jane Query, seconded by Cathy Willis. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept the non-public meeting minutes July 17, 2017 was made by Jane Query, seconded by Cathy Willis. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept the regular meeting minutes from August 15, 2017 was made by Michelle Sykes, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the special meeting minutes from August 17, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Motion to accept the special meeting minutes from August 23, 2017 was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

**Guest: Mark Pearson, Town Manager**

Mr. Pearson described the current town water situation in light of how future plans will impact and benefit the library. There was also brief discussion about how the library meeting room would work as a setting for future forums about town water. He has developed an updated personnel plan for the town and suggested the Board review it for comparison and possible use for consistency.

**Treasurer's Report**

Jim shared his summary as Financial Analyst. Facilities are staying quite close to budget. Materials is over budget. Cathy would like information on the details of that line item to know how much is budgeted towards each item. Jim explained that it was level funded as a total line versus each individual item being budgeted. Cab said it can be divided up if desired. Moving on, Online Resources is below budget.

Payroll is running under budget as expected but that is offset by a Personnel Other line that comes later, which accounts for Scott's employment. For the year, Programs is over budget but Jim is transferring from special projects to cover this anticipated variance. It will show as a credit in next month's report. Supplies has been running over budget. Cab will look into the furniture purchase and funding related to this. Discussion continued about past decisions on this topic and Michelle said the Friends had been planning to support furniture funding but then they were asked to support other initiatives instead, like the remote Wi-Fi and survey postage. Michelle asked if leftover grant funds can be used yet and Cab wasn't sure because it was a multi-library grant so he will look into that further. In conclusion, Jim said the budget is on track for a favorable conclusion for the year. Regarding special funds accounts Jim is working to utilize these funds and share purchasing decisions with donors or their families.

Motion to accept the August financial report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Approved 4, Opposed, 0, Abstention 1 (Query).

### **Friends of the Library**

Yoga classes are going well. The Vendor Fair will be held on November 18 and they are adding in craft fair tables as well, limiting to about 20 total tables.

### **SNHL Cooperative**

Cab said that a recent meeting included a discussion of COHA issues, and ways to have books change status automatically from new to older, eliminating this manual task. Also, text messaging for patrons is coming.

### **Strategic Plan Update**

Cab shared some highlights from the community survey. By the November Board of Trustees meeting, Cab would like to have a draft document to consider and review. Cab will send the Board the survey results draft. He asked for input on when and how to solicit for community input.

### **Project Management Updates**

- Fire Suppression: The technical drawings are 90% complete. Meeting will be set up soon when this is prepared. Jim said that \$12,000 is encumbered for this and the remains would come from the budget.
- LED lights: Energy committee agreed on a plan and then the contract became problematic with legal issues in the wording so things are on hold as it gets worked out. This may result in a loss of rebate funds, but it also may work out that the library qualifies for a greater rebate if this stalls into 2018, but it's hard to know. Going forward, Cab would like to develop standard language for warranties and service, etc to streamline this process.
- Bricks: Cathy said they are reviewing estimates. AJB Landscaping visited and offered suggestions, including replacing the 30 that are worn. He also suggested starting all over again and doing it right but the estimate is very high, even without engraving costs. Cathy would like to get a second estimate and then discuss with AJB as well. Pavers will be what replaces the bricks regardless since these last much longer than bricks. Jenn asked about the size difference of bricks in the quotes and Cathy will follow up with AJB on this. The library won't ask people to pay again for their original bricks to be repaired but this will not be the case for future replacements that are needed.

### **Director's Report**

- Cab would like to hire a new page. Motion to hire Ben Swanney at the current wage of \$8.03/hr was made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.
- The town invited Cab to attend an Emergency Planning Session on an upcoming Saturday.
- Cab will be away for a few days at the end of September.
- The library has 1000 Likes on FB.

### **Budget 2018**

On October 16 the budget will be reviewed at the Board of Selectman meeting. The Trustees will have a meeting just ahead of that, on October 10.

Cab explained that the Assistant Director position has not been advertised yet and there are no current candidates to consider.

Jim and Cab shared a budget draft for review which includes level funding on most items, with a 4.4% increase overall. There was discussion about the reductions in electricity and gas to offset the cost of the new position and the related expenses of insurance, retirement, and social security. There was discussion about what else could be reduced to bring the overall budget down, if asked. Consensus was that the budget looks good as is.

### **Other Business**

Cathy scheduled October 3, 2017 at 10:30am for Cab's performance review.

CIP: Cab presented a draft of a modified timeline for the library's CIP based on the Castagna report. The countertops could be potentially replaced for less than what's listed and done by year's end. The price of the digital sign assumes collaboration with the town and would possibly access capital reserve funds.

Motion to submit the Library CIP document to the town CIP as a working document was made by Jim Peck, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Adjournment: 1:20pm

Respectfully submitted,

Melissa Theberge