

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**June 12, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 12, 2018.

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

Others Present: Cab Vinton, Library Director  
Melissa Theberge, Minute Taker  
Bob Hamilton, Guest, Chair of Plaistow Budget Committee

**Call to Order**

Jim called the meeting to order at 10:30am.

**Secretary's Report**

Motion to approve the regular meeting minutes of May 8, 2018 was made by Cathy Willis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

**Financial Report**

Jane says all is going well and as expected. Jim reported that the total expense line is almost right on budget. Facilities is running a little higher than usual with HVAC being more costly than anticipated. Cab explained that some of the equipment needs repair as problems are discovered. There is agreement among those who service the HAVAC that repairs to components are still less expensive than total replacement. The Personnel lines are on track when considered together. Programming is over-budget but that will work itself out by using other Funds lines as planned. Cathy asked about the Postage line and how Passport expenses are included there. Revenue generated from passports will make up for expenses in the postage line. Jim said that the Electric line is more favorable than it appears based on when the bill is paid. In fact the LED savings will add up over time to additional savings.

Regarding the Funds Account summary, Jim explained that the numbers are as expected. The brick engraving revenue will offset the expenses listed on this report. Cathy asked where Passport revenue is listed. She would like to make sure it's appropriated in a way that allows for its use. Bob asked about fund usage, and would like to know if historically the library is spending more or gaining more in these accounts? Jim estimates it's a break-even situation given the funds that are withdrawn to support programs and other projects. Jim explained that a year-long report would show more expenditures than the one-month report shows. Additionally, some of the accounts have strict usage guidelines. Bob sharing where the funds go to encourage additional giving. Additional publicity might build this.

Motion to accept the May Treasurer's Report was made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

**Budget Process Presentation:** Bob Hamilton joined the meeting to discuss the town budgeting process. He explained that the department heads begin the process and the town manager becomes involved in August. On October 1 the budget is presented to the BOS. This year, most budgets will NOT be presented by department heads, rather it will be presented all at once on October 1. NOTE: This presentation does not include the library. The Budget Committee would then be delayed in starting their process. Bob would like to see a new process and added that he anticipated the Budget Committee would be adding a few workshops in the fall that will allow their involvement in the process along the way. Jim asked if the Committee had guidelines or a time frame for the library to follow and would like to have a clear direction so that the Board of Trustees can know how to prepare. Bob guessed it would be 3% or less but this is simply a recommendation until confirmed by the Committee.

Jim and Cathy proposed setting up a library visit for the Budget Committee. They will set it up and send an invitation for the Committee to tour the library.

### **Correspondence & Communication**

Cab said that there is a group of retired gentlemen who come to the library regularly and one of them recently passed away. Cab sent a card and a memorial.

### **Friends of the Library**

Michelle said yoga is thriving. The Friends will be electing new officers later this month as well as deciding how to support the summer reading program.

### **Southern NH Library Cooperative**

Cab said there will be a system update in the next month or so.

### **Building Projects**

1. Cab said LED project is complete. The BOS approved final payments to Sylvania in the amount of \$15,855.70 from Energy Capital Reserve Fund, and the remaining \$20,491.66 is from library funds. These dollar amounts are proportional to the original agreement.
2. Fire Suppression: Carter Sprinkler began the work and Cab says the work is not particularly disruptive to library business at all.
3. Bricks are engraved but landscaper is busy. Cab will send an update to those who purchased bricks to keep them informed of progress.

### **Action List Update**

- Cathy, Jen, & Cab have been reviewing the town handbook policies. They are making progress and have made it through the first portion. They are meeting again June 13 to work on the second portion. Some changes include terminology related to the library. The Board would like to see the document in chunks, maybe about one-third at a time, beginning at the next meeting.
- Health Care plans: Cathy said they need to return to this project.
- Sign: Jim has done some preliminary research. Cab said the Hampstead library sign works easily and has some nice features.
- Panic buttons: Have been tested. Cab will check on maintenance of batteries.
- Memorial donation info: Jim is still working on this and writing letters.
- Active shooter trainer: Cab still needs to reschedule this.
- Cullen funds: Cab has a list of possible uses.
- Trustee Goals: Rose noted that the PPL does not offer a scholarship at the school and she would like to see this happen. She will do a little research and come back. Megan would like to see a

project involving play structures like a “natural play-scape” in the library yard and will do a little research. Cathy said that she is looking into senior programs. She has contacted a state librarian who works with seniors for resources as well.

- Copper Plate insurance for the books: Still in progress.

### **Director’s Report**

Summer reading event launches June 21.

### **Strategic Plan Update**

- Cab said that there are small steps underway on projects already ongoing but no new major projects have launched since the last meeting.
- Scott has been experimenting with programming times.
- Cable channel is sending some existing equipment to the library which will be an upgrade to the current equipment.
- New printer is working for the most part except for a few glitches.
- Cab is working on improved chairs for the Nelson Room as well as tables that roll. Funding sources could include: Passport funds, capital reserve, special projects & memorial funds, etc.
- Jen has some ideas for the children’s area as well, which may be generated using fundraising.
- Jim asked about staff assignments on the strategic plan document and wondered if there were assignments for other staff to take on.
- The Hoopla service is going well. Kanopy is another similar service and has many movies available which may be more cost effective. It includes the Great Courses, and it also includes public performance rights.

### **Old Business**

*After Hours/Unattended Building Use:* Cab said a keypad should be part of the door repairs. Jane suggested tabling the discussion on meeting room use and would like to see a policy discussion. Cab summarized the door frame repair expenses, totaling around \$4000. Keypads would add another \$2000+. There is revenue potential as well. Jim is looking for consensus on unattended use.

Motion to have the door frames repaired and keypads installed but no after-hours use until the board has reviewed and approved a policy was made by Cathy Willis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstention 0.

Jane, Cathy, & Cab will meet to work on revised meeting room policy in the meantime.

*Grounds Enhancement Vision:* Jim will write up some thoughts and ideas on this for a future discussion.

*Museum Pass Program:* Cab distributed info about revamping the Museum Pass Reimbursement Program to be discussed. He’d like to experiment with the program in July & August as a test. The Board should email Cab with their input so he can implement the summer program.

Next meeting: July 10, 2018 10:30am.

Adjournment: 12:33pm.

Respectfully submitted,  
Melissa Theberge, Minute Taker