

**PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
September 11, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, September 11, 2018.

Present: James Peck, Chair
Catherine Willis, Vice Chair
Jane Query, Treasurer
Jennifer Kiarsis, Secretary
Rosemarie Bayek
Megan Lee, Alternate

Not Present: Michelle Sykes, Friends of the Library, Alternate

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

Call to Order

Jim called the meeting to order at 10:30am. The Board recognized Cab for 5 years of service as Director of the library.

Moment of Silence for 9/11 was observed.

Secretary's Report

Motion to approve the regular meeting minutes of August 21, 2018 was made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Bayek)

Motion to approve the non-public minutes of August 21, 2018 was made by Jane Query, seconded by Cathy Willis. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Bayek)

Treasurer's Report

Jim reviewed the Memorial & Library Funds report. Special Projects funds expenditure is going to Programming. Jim will discuss a few memorial funds in more detail later in the meeting.

Motion to accept the Treasurer's Report was made by Cathy Willis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

None.

Friends of the Library Report

No report in Michelle's absence. There was brief discussion about yoga programming but Cab and Scott have a handle on this.

Southern NH Library Cooperative

Cab said there is no new news.

Building Projects

- Fire Suppression System—Cab said about 80% of the project is complete. Cab has been diligent about follow up with Carter regarding questions and progress. He suspects the project will be complete within the next couple of weeks.
- Nelson Room A/V—Cab said this is about 99% complete. There were a few problems with the projector that are being worked out. Dean and the Cable Committee are contributing about \$500 of the cost to cover some of the higher quality cables for higher definition video. Cab said the sound system is great which will be wonderful for movies, guest speakers, a laptop presentation, etc.
- Countertop Replacement—Cab said the workers arrived Saturday, the templates are now complete, and the tops are being cut for installation. The carpentry work is also being planned to finish the work.
- Nelson Room Comfy Chairs—Cab said they are still awaiting the glides to move chairs easily.
- Children’s Furniture Upgrade—Jen has made selections but still needs to write a final proposal.

Action List Update

- Employee Handbook—May be tabled for another meeting. One section remains for review, so it will be done by next meeting. Cab can provide a summary of changes which may streamline discussion.
- Health care plans—Cathy & Cab have looked at plan options and Cab feels close on one option in particular which could provide significant savings. He feels that he will know if this is a viable proposal by next meeting. Jenn asked about usefulness of a consultant and Cab doesn’t feel it will add value after pursuing several of them. He is looking at Health Reimbursement Accounts and Gap Insurance to create a workable solution. He should have more info for October meeting.
- Library Sign—Jim could not get on the town agenda before today, so he is looking at October.
- Memorial Donation Info—coming later in meeting along with related topics
- Trustee Goals (those not addressed in earlier topics):
 - Cathy – senior programming still in progress
 - Rose – Went to the high school to meet with guidance about a library scholarship and they asked her to return in a few weeks. She did get a form to complete. She would like two \$500 scholarships for one boy and one girl who are Plaistow residents. She would like to see it come from current funds (not a fundraiser) and it just needs to come from an account that is not earmarked for library-specific funds. The Board discussed details so that Rose could complete the form.
 - Megan – Playscape will be looked at next month.
- Active shooter training – Cab needs to reschedule.
- Meeting Room Policy – not yet complete
- Insurance policy re: compressors – Cab submitted a claim to the town and is awaiting a response. Library pays \$1000 deductible. Primex pays the balance.

Director’s Report

- Building – Cathy, Jim, and Cab have discussed fine art items and whether they are insured. Town says none of the items are insured. Each item needs to be worth more than \$1000 to be insured and Cab identified 4 items that may be included in this list. Cab was told that Primex would evaluate them, but Cathy & Jim prefer to get the appraisals privately.
- Building – Rain diverters have been effective given the recent rains.

- LED Update – Cab sent a report to Selectmen showing savings. Summary: Energy use is down by about one-third which is a savings of about \$1000 per month. It will take about 2 years for the library to recoup the costs. The savings is NOT related to the budgeting, where this savings has already been reflected in lower budgeting and the expense of adding an assistant director. Jim suggested meeting with Julian and others before a presentation to the town.
- Cab requested a maintenance task list so it's clear what is within the building staff's scope.
- Hoopla subscription is 6 months old, with steady increase in patron usage. Cost is about \$220 month and primary use is audio books, then e-books, then TV/movies, and a small percentage for music. Cathy asked about a program to teach how to use this.

Strategic Plan Report

Tabled until next meeting in the interest of time.

Old Business

- Memorial Funds – Jim researched the details on the funds and the balances for those which had limited information. Both sets of Memorial Funds total \$19,144.31.
 - Jim proposes a David Wood fund line item due to size (\$5014)
 - Jim discovered the Minnich fund has earned interest that needs to be attributable to that fund (\$3038.30)
 - Jim also proposes separating out the McPherson fund (\$1999.32)
 - Several funds have no designation so they are now in a grouping called Memorial Funds which could be used at Trustees' discretion. The final total for the general Memorial Fund account would be \$9,092.69 after the above designation.
 - Next steps might include sending letters to remaining family.
- Library Employee Handbook – Defer to next meeting after it is complete, which it nearly is.
- 2019 Budget – Cab presented a summary of the budget handout
 - The total increase is 2.4%. Some bolded print items are still unknown.
 - The Electricity line might require some explanation. Much of the budget is level-funded and has been for several years. Year-end projections are in some cases over-budget but it works out for a variety of reasons, such as staff and coverage changes.
 - Cab explained that the town wants actual numbers on the lines for the last 3 years and he distributed a copy of the data the way the Town requested it be presented. Cab will follow the template as it was sent to him.
 - Cab said the increase is 2.4% and most everything is level-funded. There is little room for discretionary cuts based on the level-funding across many lines.
 - Consensus from the Board to bring the Budget as written to the Town.
- 2019 CIP – Cab presented a summary of the CIP document
 - Cab explained the CIP and said there would be about \$46,000 left in Capital Reserve after payments.
 - Cab is getting quotes on seal-coating, paving, etc. The generator (\$50,000) might get cut with the lack of emergency management plan. Security cameras is a possible cut. The roof needs to be considered in the coming couple of years.
 - Many of the estimates (and items listed above) are from the Castagna Report.
 - Cab explained that if the library were to look at savings over many years in the event of a need to replace the Library entirely, the capital reserve numbers would be right on target for that goal.
 - Cab also explained the Capital Projects for the portion of the document

New Business

- Meeting Room Policy—tabled to next time.

Next Meeting: Tuesday, October 9, 2018

Adjournment: 12:24pm

Respectfully submitted,

Melissa Theberge,
Minute Taker