

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
May 14, 2019

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, May 14, 2019.

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

Not Present: Catherine Willis, Vice Chair
Rosemarie Bayek

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

Call to Order

Jim called the meeting to order at 10:33am. Jim appointed Michelle Sykes and Megan Lee to vote today.

Secretary's Report

Motion to accept the minutes of April 9, 2019 was made by Jane Query, seconded by Jenn Kiarsis.
Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report

Cab reported that there are some over-budget items (totaling \$13,000). Roughly \$4000 went toward health insurance bills which is higher than normal due to a timing issue. Other overages were in Technology lines for a variety of items including two circulation computers and a computer Jennifer Dawley as well. Wireless access licenses were also renewed for 5 years. Lastly, there was a charge for some tech support. Jim said there is also a variance for Programming. Cab said Fridays are busier than expected, especially in the Children's Dept, so more hours are being utilized there. New health insurance costs should begin to offset overages once savings kick in and Cab expects to be on or under budget by the end of May.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

None.

Friends of the Library Report

- Yoga is still going well and generating income for both the Friends and the instructor.
- Plant sale is scheduled for this Saturday.
- A Kindle Paperwhite will be raffled at Old Home Day as a Friends fundraiser.
- The Friends received a letter from Shaw's indicating they will be the beneficiary of \$1 per reusable bag for each one sold in the month of June.
- A donation was made of 4 boxes of collectibles.

Southern NH Library Cooperative

Annual Meeting was held earlier in May. Four Trustee representatives were present: Megan, Jane, Jenn, & Rose. Cab has posted updated bylaws to share with everyone. Jane mentioned that the cross-promotion of major events between co-op libraries is a good outcome. The adult programs, for example, are often not at capacity and people from other towns could attend.

Building Projects Update

- Paving: Cab said this project is underway.
- Children's Furniture Upgrade: Jenn has some ideas but no order has been placed.
- Termites: Bait stations were installed outdoors. Cab said there may be discrepancy in how many stations were placed vs. what was planned and is looking into this.
- Carpet Cleaning: Cab said this is complete.

Action List Update

- Hoopla cost monitoring: Cab said it's roughly \$2.25 per checkout across all formats. He hasn't yet been able to compare to other services for cost. He says it's on track for about \$4000 cost. Usage is steady and growing slightly. Depending on growth there are ways to limit usage. Scott is also examining Kanopy which is video-only and more educationally focused. It is also pay-per-use.
- Monitoring technical services, online resources, & payroll: Ongoing.
- Active Shooter Training: Cab is in contact with the Captain for availability. He is also investigating a separate building safety program which is more generalized.
- Building Maintenance List: Cab has it but has not sent it yet.
- Gable drip/ice on bricks: Cab spoke with Jeff Rousseau about this. He suggested a heating mat. The town Buildings department suggested placing a cone to mark the hazardous area instead.
- Technology Plan: It's now on the Strategic Plan and being removed from this list. In summary, Cab is looking at restarting a rotating schedule of maintenance/upgrades on the new equipment.
- Planning Commission/Data Collection over summer: Cab said the letter has been signed to participate in RPC aggregate buying contract. There will be an RFP in the fall and then in late fall a contract will be signed and there will be a new fixed price electric contract.
- Trustee Goals:
 - Megan: Playscape update. She has found companies who do this as well as info about how to fund it and prepare, but at this point she needs to talk with people about it and would like some clarity of authority. Cab suggested speaking to Jenn. The current plan is to place it nearer to Reading Circle and the door to Children's. Essentially there are commercial playgrounds and then natural playgrounds that are not as large and fit into the landscape more. Decision may be based on the actual area and how wet it is, etc. Megan is leaning more toward the more natural approach and she has found two local companies that may be worth pursuing for a consultation.
 - Jim: Capital Reserve Fund accounting—a record of what it has been spent on: LED lighting, Sprinkler upgrade, and paving progress. Done. Cab shall assemble a separate sheet on this.
 - Digital Town Reports: Jim is looking at alternate funding. He wants it done this year.
 - Tree Line Plan: Jim asked for estimate for roadside trimming and is waiting.
 - Investigate Solar Panels for future roofing project. WIP/low priority right now.

- Electric car charging station. Cab has a company name: Charge Point. WIP/low priority right now.

Director's Report

- Page Compensation: Currently \$8.03. Cab summarized local wages for comparison. There are 3 pages, working an average of 12 hours/wk each. He's looking at a possible increase.
- Water Treatment: The system has failed and needs a replacement. Cab is working with Royal Plumbing to repair. Cab also learned that there was a water treatment component connected to HVAC that was shut off but that requires another specialist.
- Mark Pearson held a Department Heads meeting that Cab attended. He summarized some info from this meeting. Old Home Day was discussed. Brainstorm of ideas including participating in the parade or setting up a parade watch station on the roadside.
- Transfer of photos/videos into more modern formats: More ideas about developing the "library of things" concept.
- NH Library Trustee Association conference: Cab will be attending.

Strategic Plan Update

Cab distributed a summary sheet of updated progress.

- Friday tech tutoring sessions—increasingly popular.
- Senior focus group meetings have happened (Cathy & Scott). As a result, they are having a bi-weekly movie program.
- Dean Zanello is installing new hardware for broadcasting programs live and recording too.
- Other completed items: New Resident Open House was on March 9. Looking at a fall event as well. Community Calendar (Burbio) is up and synced with various organizations, currently available on website.

Old Business

None.

New Business

20th Anniversary: a meeting will be held about this.

Jenn said Cathy is proposing a new Director evaluation method, adding a verbal component for a discussion-based session. This would be instead of a submitting forms and comments and compiling data on paper first. Jenn is asking for Cab's input. Minutes would need to be taken as documentation. Discussion resulted in mixed review—what is not working about current system? Can current system just be streamlined further? Will be discussed further.

Meeting adjourned: 11:58am.

Next meeting: June 11, 2019 at 10:30am.

Respectfully submitted,

Melissa Theberge