

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 7 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 7, 2014.

Present: Catherine Willis, Chair
James Peck, Treasurer
Jennifer Kiarsis, Secretary/Temporary
Kathleen Vavra
Jane Query, Alternate

Not Present: Luann Blair

Others Present: Cab Vinton, Library Director

Call to Order

Catherine Willis called the regular meeting of the Board to order at 6:38 pm.

Friends of the Library Report

There has been no meeting of the Friends since the Dollhouse raffle.

Secretary's Report

Motion was made by Kate Vavra to accept the minutes of December 16, 2013; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Jennifer Kiarsis).

Motion was made by Jennifer Kiarsis to accept the minutes of December 23, 2013; seconded by James Peck. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Kate Vavra).

Motion was made by Jennifer Kiarsis to accept the non public minutes of December 23, 2013; seconded by James Peck. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Kate Vavra).

Changes to Minutes of December 31, 2013, regarding the amount of encumbrance for the HVAC proposal from \$33,000 to \$29,350.

Motion was made by Jennifer Kiarsis to accept the minutes of December 23, 2013, with changes; seconded by Kate Vavra. Motion carried: Ayes 4; Opposed 0; Abstentions 1 (Catherine Willis).

Treasurer's Report

Jim Peck presented the Treasurer's Report. He is preparing the necessary documents for the end of the year and for the Town Report.

Motion was made by Jennifer Kiarsis to accept the Treasurer's Report; seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstention 1 (James Peck).

Correspondence and Communication

The Spring Conference for the Library Trustee Association will be May 19. Catherine Willis asked if all Trustees received the newsletter, and recommended attendance to those who have not been to a conference.

Director's Report

Staff:

Cab continues to review (and receive) applications for the Children's Librarian position. He has been working on an interview process which will involve the staff, a representative from the Recreation Department, as well as parents. He is hopeful that a candidate will be selected and will be able to start mid-February.

Several organizational scenarios were presented by Cab. He is floating a lot of ideas around to come up with the best staffing plan for the Library.

Raven has worked out very well in the cataloger position, and has also contributed by doing some of the public relations tasks.

Technology:

Jason has been working on installing new memory and upgrading Windows XP to Windows 7 on networked machines. He has been working closely with Cab. As soon as one machine is completed, it can be cloned to the other machines in the network.

An Apple Mac machine has been purchased, and there are a few issues adding it to the network. The other issue is that there are 15 licenses on most of the software on the network, and the Mac brings users up to 16. Jason is not familiar with Macs.

Building:

ACV Engineering has begun its evaluation of the Library HVAC system and has found many quick fix issues. There may be a problem with the building "envelope" but the evaluation will take up to three weeks. The Library will receive a report at the end of this period with recommendations. This engineering evaluation is triaging the system.

Action Item: Cab to ask if it would be possible for the evaluation to be completed by the February 4th meeting in order for ACV to present its report to the Board. Cab was unsure if the evaluation as well as the report could be done in that short period of time, but he will make the request on behalf of the Board.

Miscellaneous:

Cab is working on the Library Report for the Town Report. It was suggested that perhaps a good topic would be his arrival as the New Library Director, with photographs.

Old Business

The HVAC system was reported on by the Director.

Timing of the lights in the parking lot was discussed again. In a discussion Laurie Houlihan, it was not clear about how to change the operating times and there is no manual.

Action Item: Cathy Willis to call the electrician, Barry Raymond, regarding changing the times of the lights in the parking area.

The Mission Statement will be set up in an "About Us" page which Cab will create, rather than on the Trustee page, when time allows.

New Business

Earned Time policy was reviewed, and will be updated and redistributed by Cathy Willis.

Action Item: Jennifer Kiarsis will finalize "Employee Definitions" policy and distribute to the Board.

Adjournment

Motion to adjourn made at 9:36 p.m. by Jennifer Kiarsis.

Next regularly scheduled meeting will be held on Tuesday, January 7, 2014.

Respectfully Submitted

Jennifer Kiarsis
Recording Secretary - Temporary

DRAFT