

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 20, 2014**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, May 20, 2014.

Present: Catherine Willis, Chair
James Peck, Treasurer
Jennifer Kiarsis, Secretary
Jane Query
Luann Blair

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

Others Present: Cab Vinton, Library Director
Gail Martin Swiderski, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 10:37 am.

Secretary's Report

A motion was made by Jennifer Kiarsis, to accept the Minutes of the April 8, 2014 Non-Public Board of Trustee meeting, seconded by Jim Peck; Ayes 4, Opposed 0, Abstentions 1 (Luann Blair). A motion was made by Jennifer Kiarsis to accept the Minutes of the April 8, 2014 Board of Trustee Meeting, seconded by Jim Peck; Ayes 4, Opposed 0, Abstentions 1 (Luann Blair). A motion was made by Jane Query to accept the Minutes of the April 16, 2014 HVAC meeting, seconded by Catherine Willis; Ayes 2, Opposed 0, Abstentions 3 (Luann Blair, Michelle Sykes, Jennifer Kiarsis).

Treasurer's Report

Jim Peck presented the Treasurer's Report through May 5, 2014. Jim reported that the landscaping budget was over as a result of Green World coming to fertilize; they will also do aeration which will put the budget over as well, Lavallee services have been budgeted for, Jim does not feel that there is a problem on what has been budgeted for the year as a whole. Facilities continue to be significantly over budget as a result of Rousseau Carpentry and Royal Plumbing (failed pump); continue to watch this as the year progresses. Materials budget continues to be slightly over as of this reporting; Jim feels this is a timing issue.

Payroll expenses continue under budget partly due to the shortfall in staff. Public Activities budget is running at twice the budget to date, there were expenses for the Giant Game and Jungle Jim's Hogwarts Academy; this budget warrants continued monitoring. Technical Services budget is favorable.

Catherine asked about the Encumbered Funds account expenditures, Jim reported that funds were expended for the Luis Montalvan lecture and for the Retro Commission report. Cab reported that a donation of \$750.00 was received from Granite State South Border Realtors to help defray the cost of Luis Montalvan.

Utility Budget is currently over for gas expenditures, Jim will look further into this, may be an error in reporting. Cab feels that there should be savings with the HVAC improvements.

Jim submitted the Interest Allocation report showing \$25.65 in interest earned. Jim explained that a credit union would allow for another quarter of a point interest but the library would not receive the sub-accounting service as well as the waiving of fees; Jim does not feel it would be worthwhile to change.

Correspondence/Communications

Jennifer reported on the recent Cooperative Meeting. Action items from last year were still open. Catherine asked for the Minutes of the previous preliminary meetings, Cab will pull all the materials together for review. Jennifer reported that attendees at these meetings should be the Board of Trustees and Library Director for each Library; this meeting was attended by all of the Trustees and Director for Atkinson, two Trustees and the Director attended for Sandown and Jennifer and Cab attended for Plaistow. Jennifer reported that there were discussions about the need for more marketing for the Cooperative within the three towns and the thought of having a presence at Old Home Day. Cab put together statistics showing that most library patrons stay within their own library. Plaistow patrons are most likely to travel to other libraries and most likely to borrow materials from other libraries. There were discussions regarding collections and each library may want a specific collection, i.e., Atkinson has a large DVD collection. Jennifer reported that the catalog upgrade revealed a good deal of duplications and the cataloguers are working on a unified system. There was a clarification of the By Laws; the Library hosting the meeting will be responsible for taking the Minutes. No new members are being considered at this time. A Steering Committee is being formed and volunteers are needed to review the By Law language regarding qualifications for new members. The Cooperative cross progressive program concept was discussed; "This Old House" theme was suggested. Jennifer reported that there was an Agenda item regarding an increase in fees for lost/non returned items; current fee is \$10.00, suggested increase to \$30.00. Cab reported that he will investigate further what this suggested fee change involves and how it pertains to

Plaistow's policy. Cab reported that fees, etc. belong to the Library that owns the materials; each library is responsible for collecting their own fees.

Cab submitted a statistical report on the three Cooperative Libraries showing the cross use of each library by the patrons of each library. Report showed patron transactions at non-home branch, Kimball patrons used the other two libraries only 3% of the time, Sandown's patrons' usage of the other two libraries was 4% while Plaistow patrons used the other two libraries 6% of the time. Materials checked out that were owned by non-home branch showed Kimball having 4% of total transactions, Sandown with 6% and Plaistow having 8% of total transactions. Cab further reported that the data is not as accurate as the numbers are showing but it is a starting point and supports that these three libraries have complimentary collections, they aren't all offering the same things.

Catherine reported that the Board received a lovely note from Emily Vinton for the flowers that were sent for the recent loss of her father.

Cab reported that he received a note from a patron saying what a great library we have.

Friends of the Library

Michelle Sykes was absent from today's meeting.

Cab reported that the Friends had their book sale and raised approximately \$300.00.

Director's Report

Cab distributed newly designed Plaistow Library magnets.

A local business man (Eric Bell) asked for Reference USA and the A-Z database, they are marketing tools for businesses; he will conduct a webinar that all local businesses will be invited to attend, he will actually demo how to use one of these databases to further one's business goals. Mr. Bell is a software developer.

Cab reported that the Girl Scouts had their sleep over on Friday; it was very successful, they had use of the entire library, watched movies, had pizza and made popcorn, left the library in good shape. Cab suggested purchasing a second vacuum to leave out for group clean up after meetings.

The event with Luis Montalvan and Tuesday was well received, large turnout, excellent reviews. Cab reported school vacation week was busy, 30 children participated in Jungle Jim's "Hogwarts Academy" and 39 participated in the Passport to Reading, a program to encourage children to read books in different genres, different types of non-fiction, fiction, poetry, biographies, travel, etc. Roxie Zwicker lectured on Stories, Stones and Superstitions, 30 people attended this event, she spoke about ghosts, local cemeteries, etc. There was a discussion of having Roxie return to do a walk through a local cemetery to discuss the symbolism and gravestone art work.

Upcoming events include Fife and Drum, Art Therapy and Old Home Day. There was general discussion of how the Library will be represented at Old Home Day, LuAnn and Cab will work together to develop representation.

Old Business

Catherine reported that the Youth Services Librarian, Jennifer Dawley, started on May 5th. Cab reported Jennifer is doing well; she has a great deal of ideas, enthusiasm, accepting of others input, suggestions, etc.

Cab reported that the Assistant Librarian, Cara Marsh, has resigned. This open position has been advertised, to date there have been no qualified applicants. This position needs to be filled with an applicant that has teen experience, camp counselor, etc., someone that is technical savvy, social media and such with the knowledge and ideas that will attract the teen patrons. Cab indicated that Jennifer is fine working alone at the moment; she is feeling out her position, the library patrons, activities, the specific needs and areas that require attention.

Cab expressed the need to update patron information in order to know what age groups actually use the library, occupations and such, suggestions were made as to ways this information could be obtained including, on-line, when materials are checked out, Cab will research further.

Catherine inquired about the open Circulation Librarian position, will this opening be advertised soon, Cab indicated that the position is currently filled and will not be vacant until September, he will advertise for this opening in the next few months. The position currently classified as Administrative Assistant will be changed to Program and Publicity Coordinator; Cab will begin advertising for this position immediately.

Cab requested increasing the Circulation Librarian position to 30 hours. A Motion was made by Catherine Willis to increase the current Circulation Librarian position to 30 hours a week, seconded by Jennifer Kiarsis; Ayes 5, Opposed 0, Abstentions 0.

Cab reported that the Janitor position is currently still open.

Cab reported on the HVAC issues, he has followed up with Advantage Engineering. The draft RFP will be available at the end of the week. The energy rebate process will have to be done in-house, Cab will follow up to obtain all the pertinent information needed to complete the forms. Cab reported that there was yet another HVAC component failure, the variable VF drive; the AC is working in by-pass mode, the cost for repair is approximately \$2600.00.

Motion light detector issues were tabled.

Catherine reported that the Elder Affairs Committee – Library Subcommittee has been formed but due to scheduling conflicts has not yet formally met.

Catherine reported that the Policy Group had their first meeting to discuss personnel policies and handbook, library procedures, everyone was given an assignment and the Group is looking towards completion by the end of the year.

New Business

Cab reported that the staff suggested, as a result of summer activities, a Page come in for an additional day.

The next meeting of the Board of Trustees will be June 10, 2014 at 10:30 am.

Adjournment

A motion was made by Jim Peck to adjourn at 12:50 pm. Seconded by Jennifer Kiarsis; Ayes 5, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski