

## Plaistow Public Library – Board of Trustees Meeting

Monday, March 18, 2013

The regular meeting of the Plaistow Public Library Board of Trustees was called to order at 7:00 PM by Deborah Hoadley, Vice Chairperson.

**Present was:** Deborah Hoadley, Vice Chairperson  
Catherine Willis, Treasurer  
Kathleen Vavra, Corresponding Secretary  
LuAnn Blair  
James Peck  
Jane Query, Alternate

**Also present:** Diane Arrato Gavrish, Library Director  
Laurie Pagnottaro, Minute Taker

### Item One: Introduction of New Members / Approval of Minute Taker

The members of the Board introduced themselves.

★C. Willis motioned to approve the hire of L. Pagnottaro as minute taker, second by K. Vavra.

The question as to why the Board needs a minute taker as opposed to the secretary recording the minutes was asked. D. Hoadley explained that it will allow the Secretary to fully participate in discussions while allowing more precise minute to be recorded.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

### Item Two: Trustee Orientation

D. Hoadley went through the orientation materials provided for the new Board members which included the Trustee Handbook, Bylaws, Employee Handbook and Bill of Rights. She suggested they bring these materials to every meeting to use for reference. She asked all the members to review the materials and policies. It was noted that the library policies are not included in the handbooks.

**C. Willis will e-mail the Board a full copy of the employee handbook and D. Arrato Gavrich will send the Board members the library policies.**

Everyone present at the meeting reviewed and signed a copy of the Confidentiality Agreement. D. Hoadley explained that it is required that all employees and volunteers to read and sign the agreement. The agreement is meant to protect the privacy rights of library patrons. The signed agreements will be kept in each individuals personnel folder. C. Willis added that that Trustees are not required to sign the agreement if they are not comfortable doing so.

D. Hoadley reviewed the Trustee Handbook and the Role/Responsibilities of the Trustees with the Board including the Code of Ethics. She explained that the role of the Trustees is to approve and implement policies vs. the role of the Director of the Library, whose role it is to recommend policies. She added that Trustees will work with the budget and evaluating the Library Director. They, however, have no involvement in the day to day operations of running the library staff. If a staff member wants to discuss issues with a Trustee they are to refer them to speak with the Director. Any issues they have in the day to day running of the library shall be discussed in the board setting. She stressed the importance of the Board having a consensus after all issues are discussed and voted upon. She asked that the Board members review the Responsibilities of Trustees as well as the handout of Trustee Tips provided in their packets and let her know if they have any questions.

Communications and best practices were discussed. All members provided e-mails and phone numbers for correspondence. D. Hoadley stressed the importance of using the e-mails only to exchange information; that business should never be conducted by e-mail but only at posted meetings. She added that if three Board members are together it is considered a meeting; if that should happen by chance no business is to be discussed. C. Willis added that the agenda shall be posted one week before each meeting as well.

The Board discussed installing a doorbell to be used by the public that wish to attend the Board of Trustee meetings. It was suggested that they install a plaque with it that states only for use during meetings.

**At the April 8, 2013 meeting C. Willis will explain the budget. She will send the Board members copies electronically before then.**

Item Three: Secretaries Report

It was noted that the Board usually has minutes to approve. Minutes for March 5<sup>th</sup> and March 18<sup>th</sup> will be voted on during the April 8, 2013 meeting.

Item Four: Treasures Report

**C. Willis** stated that the new budget was approved at the Town Meeting. She provided the Board with a copy of the monthly budget report (see Attachment) and explained what many of the items on the budget are and how donation money is used for new members. **She will generate a list of donations for the Board to approve.** She suggested they put the plaque back up to honor the donors of the memorial funds.

★J. Peck motioned to accept the Treasures Report, second by K. Vavra.

★There was no discussion on the motion and the vote was 4-0-1, C. Willis abstained.

Item Five: Correspondence and Communications

There were no items to discuss

Item Six: Election of Officers

C. Willis proposed a new slate of officers to the Board. D. Hoadley added that these will be temporary appointments until the bylaws can be changed to reflect the new positions and responsibilities. She would like to combine the secretary and recording secretary into one position, split the treasure into two positions; one treasurer and one assistant treasurer as to have back-up for payroll release.

C. Willis made the following nominations:

Deborah Hoadley – Chairperson

Kate Vavra – Vice Chairperson

Catherine Willis – Treasurer

James Peck – Assistant Treasurer

LuAnn Blair – Secretary

C. Willis explained that she will do the treasurer position until J. Peck returns from vacation in April and then they will discuss switching roles and he will become treasurer and she the assistant.

★J. Peck motioned to accept the slate of officers, second by K. Vavra.

L. Blair inquired about the secretaries responsibilities and was answered that the secretary takes care of all correspondence from the Board as well as back-up minute taker when needed. The Board will re-visit the bylaws in May. **D. Hoadley will look into the procedure for changing the bylaws**

★There was no further discussion on the motion and the vote was 5-0-0 U/A.

Item Seven: The Directors Report and Additional Business

D. Hoadley explained that every month the Director will e-mail a report out to the Board members to review before the meeting. She said that Board members are responsible to print and bring in their own copy of the report and be ready to discuss any question they have regarding it. All other information will be provided in their packets.

The Directors report contained information on new hires, the CASSIE Policy, and the cell phone policy.

### New Hires

D. Arrato Gavrish explained the new IT Technician, Jason Gateau's job description. He is on call, helps with purchasing and rotating computers, and implements new systems such as the printing and library systems. She also explained that the 20 hour/ week \$15.00/ hour position has been approved and is now available. She is working on the job description and posting the position. C. Willis added that some of the budget salary line money will need to go towards the new Minute Taker position; \$3,600 for 1 or 2 meeting/ moth for the year. She said they could offer \$15.00/ hour for 17 hours or use the sub rate of \$10.50/ hour and get 25 hours. The Board also discussed the 10 hour youth services assistant position the library needs for night time relief.

The Board discussed the rate of \$15.00/ hour and many felt that rate was high. It was suggested that they use a range of pay to be based on qualifications instead on one set rate. **C. Willis noted that the current positions and pay rate, including minimum and maximum salary range, will be included in the budget packet she will be sending the Board.**

**It was decided that D. Arrato Gavrish will send the Board a chart of the current organizational structure of the library and the job descriptions and posting as soon as they are completed for the Board to review and discuss at the next meeting.** The Board will discuss the pay range at a later meeting.

### CASSIE Policy

D. Arrato Gavrish explained that CASSIE is a time management system for the public computers that will also manage payment of copies. It requires a pre-payment for all copies and can hold a balance if the patron wishes. Manages internet time in 60 minute increments and allow more time if no reservations are waiting. It also allows staff to speak to patrons and look at computer screen only if absolutely necessary.

Board members expressed their concerns regarding patron privacy violations with the ability of staff to see computer screens. It was also noted that as the library does not block web-sites, this statement should be removed from the policy. D. Hoardley stated that she likes the statement disclaimer to be the user form with the exception of #2 and the blocked web-site statements. She added that she would like to have copies of it and post it so patrons will read it as well as the agreement posted on the computer screen in bullet form with the exception of #2. They can use the three page policy as the formal policy.

**It was decided that D. Arrato Gavrish will investigate the matter of staff being able to view the screens further and if there may be a simple solution like removing or hiding that option. D. Arrato Gavrish was told to make it explicit to the library staff that they are not to use this feature until further investigation.** The Board will review the CASSIE Policy at the April 8, 2013 meeting.

### Cell Phone Policy

The Board discussed the problem of having clients using cell phones at the computers and that it is inconsiderate to other patrons. The staff would like to have a policy in place. It was suggested that they patrons can take calls out into the hallway, the small room is set up with computers that can be used with cell phones or they put a sign on each computer station asking patrons to be respectful of other patrons and not use cell phones. The Board decided to not set up a policy now, but instead to try putting a sign at the computer stations.

### Item Eight: Old Business

**D. Hoadley** stated that the Board needs to work on the Strategic Plan approval. She explained to new Board members that the plan needs to be approved by the Board and included items such as their vision statement, goals, and surveys. The mission statement has already been approved. **She added that last year a committee started the plan and she will send the Board members what has been completed up to date for them to review.** The Board will review the plan at the April 8, 2013 meeting.

### Item Nine: New Business

D. Hoadley noted the NHLTA Conference Flyer for the Boards information. She explained that the library will pay for them to attend and added that it is full of great information; well worth the day to go. She will be attending the conference.

The Board reviewed the up-coming regular meeting schedule.

D. Hoadley explained that she would like to go into non-public session under RSA 91-A:3(II)e, Legal. She noted that there will be no further business before the Board after the Non-public session.

The Board took a break at 8:50 PM and re-convened at 9:00 for Non-Public Session.

D. Arrato Gavrish left the meeting at 8:50PM.

★C. Willis motioned to enter non-public session for legal reasons under RSA 91-A:3(II)e, second by K. Vavra.

Roll Call Vote:

D. Hoadley – yes

C. Willis – yes

L. Blair – yes

K. Vavra – yes

J. Peck – yes

J. Query – yes

★C. Willis motioned to seal the non-public session minutes for ten years, second by K. Vavra.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

★Motion made to leave nonpublic session and adjourn made by L. Blair, second by C. Willis.

★There was no discussion on the motion and the vote was 5-0-0 U/A.

There was no further business before the Board and the meeting was adjourned at 9:35 PM.

These minutes recorded by \_\_\_\_\_

Laurie Pagnottaro, Minute Taker