

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 10, 2015**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 10, 2015.

Present: Catherine Willis, Chair  
James Peck, Treasurer  
Jane Query  
Michelle Sykes, Alternate, President, Friends of the Library

Absent: Jennifer Kiarsis, Secretary  
Luann Blair  
Rosemarie Bayek, Alternate

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 10:50 am.

In Jennifer Kiarsis' absence Michelle Sykes was appointed as a voting member.

**Secretary's Report**

A motion was made by Jim Peck to accept the Minutes of the January 13, 2015 Board of Trustees Meeting, seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim Peck presented the Treasurer's Report through January 31, 2015. Jim reported that appropriations of \$129,747 have been received from the Town.

- Facility expenses are over budget \$517 as a result of a one-time charge for shelving that was constructed for much needed storage in the attic.

- Dental and Health Insurance expenses are over budget in the amount of \$2,209 as a result of two employees changing health plan status. Deductions from employees are taken a month in advance, in an effort to bring these employees up to a current status the Library paid their contributions as well as the Library's contribution, the Library will be reimbursed from employee payroll deductions on a pro-rated basis; this accounting should be completed by the summer.

Catherine reported that Town employees' health insurance is 85/15 across the board, the current Library ratios are, Director 90/10, family plan 80/20 and part-time employees 60/40. Catherine asked Jim to determine what it would cost the Library to conform to the 85/15 across the board for employees (excluding Director), how much over budget would it be and at what point might the Library afford to do this.

- Continuing Education account is over budget \$442. NEDCC course fee of \$650 was paid for an on-line course, 2-hours per week of library time will be allotted. Catherine noted that the continuing education policy is under revision as it pertains to course grade and employment longevity.
- Postage expense is over budget \$580. The Library purchased 1000 pre-stamped envelopes for \$614. It was reported that 20 envelopes a week are used for Library business. There was general conversation as to this expense vs. expenses incurred last year which were considerably lower. The postage budget as allocated is depleted. Cab will investigate the allocation of postage expenses in previous years.
- Public Activities budget is over \$614 as a result of the number of public programs being booked for the year, deposits paid to secure activities, advertising in the Carriage Town News and the Eagle Tribune. Jim noted that the budget for the year is \$6,000. Last year \$9,000 was expended on public activities. The Library can make additional funds available for this budget. The staff is doing a wonderful job and they should be encourage to continue in this direction with an eye on watching expenses; seek out business sponsors were appropriate; memorial fund sponsorship, Recreation Department partnering on a 50/50 basis, etc. Catherine suggested having Brianna join PACE, Cab indicated that she attends the Haverhill Chamber of Commerce meetings but will also attend the PACE meetings.
- Total supplies budget is over \$539; custodial supplies and library supplies. It was suggested and agreed to breakdown the supplies budget to subcategories.
- A \$1,000 donation from Roy Jefferies has been received.

Jim reported that the sub-accounting was not available at the time of this meeting.

There was a general discussion on increasing the cost of copying from \$.10 to \$.15 for black and white copies. Cab will research the current copier expenses vs. income generated.

Cab reported that the Retirement System audit has been completed, the Library is without issues and there should be refund money coming back to the Library and the employees. Catherine noted if employees work over 35 hours they become part of the retirement system, employee hours need to be monitored to avoid this issue.

A Motion was made by Jane Query to accept the Treasurer's Report. Seconded by Michelle Sykes; Ayes 3, Opposed 0, Abstentions 1 (Peck).

### **Correspondence/Communications**

Catherine reported that there was no correspondence.

### **Friends of the Library**

Michelle Sykes reported that the February 2, 2015 meeting was cancelled due to weather, the meeting has been rescheduled for February 23<sup>rd</sup>.

### **Director's Report**

Cab reported that

- The Weight Loss Challenge (Herbal Life) is not selling products at the Library, simply an informational meeting.
- Cab reported that the internet had been extremely slow. Comcast was called, they reported that a setting in the modem was incorrect, the modem the Library had was of a standard that will be obsolete in six months, they upgraded the Library with a brand new modem, installed by Comcast at no cost and the speed is greatly increased. Catherine asked about the E-Rate and the free access to libraries being discontinued. For Category 1 E-Rate, the Library currently gets 40% E-Rate for this year, 20% for next year and nothing beyond that. Category 2 E-Rate covers wiring, new modems, routers, etc. Cab was under the impression the phasing out was for telephones and they were moving towards internet connectivity. Catherine reported that based on the Library's square footage it should receive \$2.33/sq. ft., on an approved project under Category 2 the Library would get 40% back, on a \$35,000 project (the maximum amount for the Library's square footage) there would be a return of \$13,000. Cab indicated that the quotes he has received are between \$5,000 and \$10,000. Cab will complete the necessary forms.

- Cab reported that he received a draft of the narrative from Michael Castagna for the Facility's Condition Report, the spreadsheets are missing. The final report is due on February 15<sup>th</sup>.
- More leaks have appeared, this time in the Children's room (TV area). It has been determined that the leaks are generated from the vents on the towers for the HVAC, if the wind is blowing in the wrong direction, rain and snow gets blown in, a definite design flaw. Michael Castagna is seeking a proposal to correct this problem.
- Crews have been doing a great job in dealing with all the snow, a show of appreciation was agreed upon.
- Cab noted the need for a separate payroll category for "snow days". When reports are run on hours worked snow days are combined with the regular hours, there is no way of tracking; he suggested an "administrative" category for such hours. He is creating Total Compensation Statements for each employee detailing all the benefits they receive from the Library as an employee, this category would show the hours they received pay but didn't work.
- Cab reported that he is waiting for an expanded scope of work from Howse, detailing what was reported in their response to the RFP. Deadline is approaching.
- Report is expected from Jeff Hiatt regarding electric auction and possibly gas. He has been provided all the necessary Library information that he requested.

### **Old Business**

- Catherine requested from Jim a list (via e-mail) of the encumbered amounts and who they were for.
- Candidates Night is scheduled for February 17<sup>th</sup>, however Catherine has only heard from one candidate. Jim reported that the Selectmen will be there. Brianna is preparing name tags, tent cards, etc. This meeting will be live, all sound equipment, etc. will be set up.
- Catherine inquired about the status of grants for a Generator – Cab had nothing to report at this time.

### **New Business**

- Cab will be participating in a webinar seminar on strategic planning .

The next regularly scheduled meeting of the Board will be Tuesday, March 10, 2015 at 10:30 am.

At 12:15 pm a motion was made by Catherine Willis to move to a Non-Public Meeting, seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

The Board entered back into Public Meeting at 12:45 pm.

**Adjournment**

A motion was made by Catherine Willis to move to adjourn at 12:50 pm. Ayes 4, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski  
Minute Taker

DRAFT