

## Plaistow Public Library – Board of Trustees Meeting

Tuesday, February 11, 2014

Catherine Willis, Chair, called the regular meeting of the Plaistow Public Library Board of Trustees to order at 6:35 pm.

**Present was:** Catherine Willis, Chair  
Kathleen Vavra, Assistant Chair  
Jim Peck, Treasurer  
Jane Query, Alternate

**Not Present:** Jennifer Kiarsiss  
LuAnn Blair

**Also present:** Cab Vinton, Library Director, Michelle Sykes, President-Friends of the Library

C. Willis thanked Kate Vavra for her six years of serving on the Board of Trustees. A card and gift was presented to her.

C. Willis welcomed Michelle Sykes who has expressed an interest in becoming an Alternate Trustee.

### **Friends of the Library Report:**

M. Sykes reported there are two and possibly three persons interested in joining the Friends group. The Friends raised \$899.00 on the dollhouse raffle. They have had a donation of two additional dollhouses to refurbish for the 2014 and 2015 Friends Fair. There is not a date for the next Fair but is probably the Saturday before Thanksgiving.

### **Secretary's Report:**

Minutes of January 7, 2014:

★ Motion was made by K. Vavra to accept the secretary's report of Jan 7. Second by J. Query  
yes 4, no 0, abstentions 0.

★ There was no discussion on the motion and the vote was 4-0-0

### **Treasurer's Report:**

J. Peck presented the Treasurer's report in detail. He has adjusted the report form.

★ K. Vavra motioned to accept the Treasurer's Report, second by J. Query.

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

### **Director's Report:**

The search for a Head of Youth Services continues. Cab will re-advertise the position on library job sites. Cara has been providing many programs for the children and doing a wonderful job.

AVC Engineering presented a report on the building's HVAC system. A final report is due around Feb. 18.

Cab would like to see a "Plaistow is a Great Place to Live" brochure prepared by the town to give to potential employees. It could also be used for town publicity.

**Old Business:**

C. Willis said the Library's earned time policy should probably be reviewed by the NH Department of Labor. She will call and send to them if they continue to provide this service.

Janitor coverage is needed for 28 hours a week. The town has re-advertised on their webpage for this position. C. Vinton has copied the advertisement to the library employment page.

**New Business:**

**Monthly Board Meetings:**

The consensus of the Board was to change the meeting time on the second Tuesday of the month to 10:30AM. C. Willis will post an advertisement for a new Minute Taker as L. Pagnattaro will be unable to take minutes during the day due to her school/work schedule. The position will be posted on the Bulletin Board, sent to Town Hall, sent to area libraries and sent to area Town Halls.

**Director Evaluation:**

According to contract, the Director Performance Evaluation process needs to be completed by March 19. A meeting of the Board of Trustees will be on Tuesday, 11am on February 19. The meeting will be posted but will open and close in public session but become a non-public for the evaluation discussion.

**Candidates Night:**

The Trustees will host Candidate's Night on Feb. 18. Members should be at The Library at 6:30 for set up. Everyone is encouraged to bring a dessert or appetizer item for refreshments.

**Adjournment:**

A motion was made by K. Vavra to adjourn at 8:25pm. Seconded by J. Peck. Vote 4-0-0

Respectfully Submitted,

Jane Query, Acting Secretary