

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
February 12, 2019

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, February 12, 2019.

Present: James Peck, Chair
Jane Query, Treasurer
Rosemarie Bayek
Megan Lee, Alternate (voting today)
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present: Catherine Willis, Vice Chair
Jennifer Kiarsis, Secretary

Others Present: Cab Vinton, Library Director
Melissa Theberge, Minute Taker

Call to Order

Jim called the meeting to order at 10:33am. Jim appointed Megan and Michelle to both vote today.

Secretary's Report

Motion to accept the minutes of January 15, 2019 was made by Jane Query, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Jim reported on the analysis of the January budget numbers. The Materials line has a note about the timing difference in payment, but it represents Hoopla, which needed to be replenished. It may soon require a regular line in the Budget given the usage increase. The Health Insurance line is over due to the way the budget was done--in the new system the payment is made up front. This line, relative to budget, needs to remain a little high as an "insurance" in the event of staffing changes or needs. The Software line is related to the public PCs. Postage line represents passports. The Funds report reflects recent expenditures for comfy chairs, which people are very happy with. Tree work and clean up on Main Street is underway. Cab is going to look into ways to get deposit slips done more easily, possibly via QuickBooks.

Motion to accept the Treasurer's Report was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

A thank you note came in from Kimi Nichols, thanking the library for the memorial donation that was made.

Friends of the Library

Michelle reported that things are going well, yoga is continuing on, and their accounts are increasing. They are looking at ideas for future expenditures including possible coverage of all museum passes.

Southern NH Library Cooperative

Cab said the annual meeting is coming up in May. Any bylaw changes need to be proposed in advance of that meeting. He will share the bylaws with the Board for input. Scott is still working on the One Book program.

Building Projects Update

- Attic Sprinklers: The town voted to approve disbursement from the library's capital reserve fund in the amount of \$9,980 which includes materials at cost, plus the shared cost from Carter for the labor.
- Children's Furniture: Lego table is here and looks great.
- Tree Removal: Jim said this project is underway. Bids are in for stonewalls, one includes stump removal and one does not. Jim is doing research and looking into options, including a DIY option.

Action List Update

- Signage: Still in progress. Jim and Scott will talk about getting to the planning board. The state has said the library does not require approval.
- Trustee Goals: Rose would like to have input from the Friends if they are going to partially fund the scholarship. The Friends and the Board need to decide if they want to add additional scholarships or share the one. The group made some decisions about the recipients being Plaistow residents and having been in the schools since middle school. Michelle is going to talk with the Friends. Megan's plan is a work in progress.
- Active Shooter Training: in progress.
- List of Building Maintenance for Paul & Rich: Cab made this list and talked to them about it— Cab is awaiting further input.
- Seal Coating: Cab said he has a low bid for this and just needs to get on the schedule for spring.
- Including more staff with Strategic Plan: Cab has been doing this and involving them with various tasks.
- Digital Town Reports: Jim would like to see this move forward and would like to see partial funding by the historical society.

Director's Report

- Cab has been approached to have a used clothing drop and the trustees agreed informally that they would not like to have this structure on the property.
- Energy Audit: One suggestion was to replace the upstairs fridge for efficiency. Cab would like to do this. There was consensus to purchase an improved fridge.
- Kanopy: This would be another downloadable service but for movies/videos only, and it highlights higher educational content, plus foreign films, independent and classic movies, and more. It works like Hoopla in terms of the management side of it. There was consensus to begin a trial on Kanopy.
- Jill Senter—we would like to send a note on behalf of the library in condolences for her loss.
- Website has a new security certificate for browsers.
- Open House for new residents: Sat. March 9, 11am-2pm. Postcards have been mailed, goodie bags being built, and more. This event can also be attended by anyone in town.
- Warrant Article: Capital Reserve fund item will be on the ballot.
- Candidate's Night: March 5, 6:30pm.

Strategic Plan Report

Tabled until next month

Old Business

Energy Audit: The document came in and indicated insulation as a major project. Cab is looking for projects that have an energy payback. The boiler is another consideration. While bigger projects could be examined, the smaller projects are definitely doable in the short term.

New Business

Meeting with Bearing Point—Jim explained that this meeting was about investing funds differently. The person they met with has provided a lot of data and history about what the town has done and the returns look more promising. Conversations will continue on this.

Meeting adjourned: 11:59am.

Next Meeting March 12, 2019 at 10:30am

Respectfully submitted,

Melissa Theberge