

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**June 11, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, June 11, 2019.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate (voting today)  
Megan Lee, Alternate

Not Present: Jane Query, Treasurer

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

**Call to Order**

Jim called the meeting to order at 10:36am. Jim appointed Michelle Sykes to vote today.

**Secretary's Report**

Motion to accept the minutes of May 14, 2019 was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 3, Opposed 0, Abstentions 2. (Willis, Bayek)

**Treasurer's Report**

Jim explained the Funds report, summarizing the very few updates. Scholarship funds can come from any of the accounts which do not have stipulations.

The monthly report shows an over-budget final line. Jim & Cab reviewed the reasons: Facilities has been running higher due to some unexpected expenditures, such as carpet cleaning, an HVAC failure, a sprinkler issue, a leak in the generator system, etc., all of which add up to about a \$6000 overage to date. Other expenditures included hardware licenses, three staff computers, and a retainer-type of fee to XS Innovation for technology support, which together total around \$5000. Total overage for the year-to-date is about \$11,000. There are other small overages that add \$1000, as well as higher natural gas expenses. With 7 months remaining, Jim feels there is time to regroup and offset from other lines, such as health insurance where costs are running under budget (which was the point in changing plans). Additionally there are new downloadable services which haven't been budgeted but are adding unplanned, but currently manageable, costs. Cab & Jim feel that monitoring it closely is the wise plan going forward. Jim would like to discuss other income-generating ideas again.

Motion to approve the Treasurer's Report was made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Correspondence & Communication**

None.

### **Friends of the Library**

- Michelle reported that the Shaw's shopping bag promotional is happening now for the month of June. The Friends will receive \$1 for every \$2.50 bag sold.
- They will host a table at Old Home Day, including a raffle for a Kindle Paperwhite and a basket of books. Waters will be available.
- Yoga is going strong with solid earnings for both the Friends & the instructor.
- Plant sale was successful at about \$700 earnings.
- Bear figurines will be photographed & sold on eBay.

### **Southern NH Library Cooperative**

The Koha update came through over the weekend. No major changes to report.

### **Building Projects Updates**

- Carter came to do leak testing on the nitrogen system and there was a repair done, but even so the generator is still running a lot and the source/reason is still unknown.
- Cab & Scott have been discussing a "deep clean" in the library in areas that are typically not well-tended.
- Regarding a slip & fall that happened earlier this winter, Cab heard back from Primex and is awaiting further updates.
- Library Message Board: Jim shared that the sign itself is legal for the library and can be done but he is working on wider "approval" from the town. Board Chair recommended a visit to the Planning Board—Cab will write this up.
- Cab is waiting for building envelope proposals to come in.

### **Action List**

- Sign: Update above.
- Hoopla cost monitoring: Cab does this monthly to evaluate usage and projections and it seems on track. Remove from list.
- Other monitoring: This is happening in an ongoing manner and is being removed from list.
- Active Shooter Training: In progress.
- Building Maintenance list: Done.
- Gable drip: Suggestion for cones to alert patrons seems best. This will be the plan for the coming winter. Cab will look into finding an architect for long term solutions.
- Technology Plan: In progress.
- Rockingham County Electric Co-op: Cab says the library is a formal participant and is tracking things. He says nothing will happen until fall when further action will be required. Check in again on this in the fall (September).
- Trustee Goals:
  - Cathy: Movie nights are going well and attendance is good. She is working with Scott to coordinate around the Elder Affairs schedule. She is also planning a "Coffee Talk" in an afternoon, including a speaker from Verizon about smart phones with Q & A, perhaps in September. Other program ideas are in the works.
  - Rose: Scholarships were given to Riley Reardon & Jack DiBurro. Rose would have liked to see the graduating Library Page earn this scholarship. Next year, we will rework the paperwork to allow for the Trustees to choose the winner when it's appropriate. The Trustees would like to honor Jillian separately and especially with a cake and small presentation.

- Motion to provide a scholarship to Jillian for \$500, to be taken out of the special projects funds was made by Rosemarie Bayek, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.
      - Megan: Playscape design in progress with scheduling meetings.
- Capital Reserve Accounting: This refers to “what has been spent on what projects that were in our Capital Reserve fund” and Jim & Cab will work on this.
- Digital Town Report: In progress.
- Tree line plan: Landscaper is going to cut bushes and has sprayed for poison ivy removal. Stump removal estimate is coming.
- Solar plan research: In progress.
- Electric car charging: In progress.

#### **Director’s Report**

- Summer Reading brochures are in place for kids through age 18. There was a question about the adult plans. Cab will check with Scott who is heading up that portion.
- Cab advertised for new pages and has many applicants to interview. Decision likely by the end of next week.
- EBSCO rep has come in and Cab has enrolled in a trial online magazine service for a large number of publications (Flipster).

#### **New Business**

- Message Board update: See above.
- By-laws: Postpone discussion to next meeting.
- Cab’s contract & evaluation: Postponed.
- 20<sup>th</sup> Anniversary celebration: Scott is working on this, perhaps a fall groundbreaking ceremony & a spring opening event. Raven is making a scrapbook. Cab said that the biggest discussion point right now is deciding how to incorporate two important milestones (fall & then spring) into the 20 year celebration.

Adjournment: 12:00pm

Next meeting: July 9, 2019 at 10:30am

Respectfully submitted,

Melissa Theberge