

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
July 9, 2019

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, July 9, 2019.

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

Not Present: Jennifer Kiarsis, Secretary

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

Call to Order

Jim called the meeting to order at 10:32am. Jim appointed Michelle Sykes to vote today.

Secretary's Report

Motion to accept the minutes of June 9, 2019 was made by Cathy Willis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1. (Query)

Treasurer's Report

Jim explained the Funds report, summarizing the few updates. Cab went over the Budget report and noted a current under-budget status overall. Some repairs are still on the high side as well as some of the utilities. Also, Jen has been putting extra hours in with the Children's Department responsibilities. Regarding Health Care, Cab explained the data difference: When the budget was presented, it included past health care expenses and in fact, all of the core staff has taken the new plan option as a test run, which is proving very cost effective. Going forward, it will be worth looking at whether this new plan is worth using exclusively. The question then becomes what to do with the potential amount that will be unspent. The plan is to revisit this for the fall budget discussion. Cathy suggested an expendable trust for building repairs that are otherwise unplanned. Cab suggested tying this in with the town fund for unplanned/emergency repairs. Regarding utilities, Cab & Jim have a meeting planned about energy usage and expense.

Motion to approve the Treasurer's Report was made by Rosemarie Bayek, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

None

Friends of the Library

Michelle said the Friends received a thank you note from one of the two scholarship recipients. Michelle will have a year-end report at the next meeting. Old Home Day was okay, but raffles did not meet expectations. She said they will revisit ideas for improvements next time. Jim suggested the Friends look

into being the benefactor of the Old Home Day raffle funds. Cab will talk to Scott about how to handle the bear figurine donation.

Southern NH Library Cooperative

Cab said there was no meeting this month. He reached out to Kimi Nichols for an update on how the book delivery is going between libraries. He said he thanked her for their work and learned that they are enjoying the program as well. Cab is looking for a way to express gratitude for their work, perhaps with an annual thank you event.

Building Projects

LED Lights: The Project Manager dropped by and said he found some brighter lights for the large lights in the main atrium. Cab said we can revisit the upgrade in brightness come fall, due to the installation logistics (ladder, etc.) and the additional cost involved.

Action List Update

- Envelope: WIP
- By laws update: coming up later in meeting
- Deep cleaning of the building: WIP, Tim Costine from Costine Cleaning Services has come and found areas to work on.
- 20th Anniversary: Raven is in process with the scrapbook. Cab said Scott has a plan and the idea is to have another Welcome Wagon/Open House event and combine with anniversary event. WIP
- Capital Reserve accounting: Cab had previously said he could pull together some info on this. Jim suggested a formal request. Cab said he'd try one more time to work it out himself or ask town hall.
- Tree Line plan: Jim said poison ivy treatment is complete, though a bit over-treated. WIP
- Stone wall estimates are coming in. He has one option for a 3-year plan that might spread out costs.
- Message board: Cab & Scott will present this, perhaps to the Board of Selectman in fall. Some feedback from the Board included making sure the sign is tall enough for a driver to view easily and that plows are warned to stay clear of it. Jim said the abutters have been contacted and have no concerns.
- Planning commission: This is all in the RPC's hands. Check back in fall.
- Reschedule active shooter training: WIP, Cab will have something on the calendar by the next meeting.
- Gable drip issue: Plan is to use cones to block the area, but Cab will check with Scott on this.
- Technology plan: Cab has a draft set for distribution.
- Trustee goals:
 - Megan, playscape WIP
 - Jim, digital town report WIP
 - Cab, solar WIP
 - Car charging station—there is one in Salisbury to research. Worth looking into further.

Director's Report

- Old Home Day: Scott's car was a parade vehicle. Would probably do again and would need more candy, more decoration for car, and perhaps costumes but overall it was a success.

- Magazine trial: Flipster. No platform fee and you can buy as many or as few as you want. Cab might try it out with just a few options.
- Cab distributed a thorough strategic plan update. One highlight was that there is a second WiFi hotspot now for checkout which is less expensive.

New Business

- Hiring of New Pages:
 - Motion to hire Taryn Fox and Grace Brennan at a rate of \$9/hour was made by Jane Query, seconded by Michelle Sykes.
Motion approved: Ayes 5, Opposed 0, Abstentions 0.
- By-Laws Update: New draft was submitted for review. Cab has suggestions he will share via email but shared one major topic about the board members needing to be present to vote. Cab will look up wording options for this and also for Alternates.

Next meeting CHANGED TO: Tuesday, August 6, 10:30am
Meeting adjourned at 11:55am

Respectfully submitted,
Melissa Theberge