

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
August 6, 2019

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, August 6, 2019.

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

Not Present: Jane Query, Treasurer
Megan Lee, Alternate

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

Call to Order

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

Secretary's Report

Motion to approve the minutes from July 9, 2019 was made by Cathy Willis, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim briefly explained several line items that account for small differentials from what's expected including noting the Health Line being under budget, and the town is reimbursement for the water softener project. Jim reviewed the Funds report as well.

Motion to approve the Treasurer Report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence & Communication

None

Friends of the Library Report

Michelle shared a thank you note that came from a scholarship recipient. End of fiscal year closed with over \$10,000. Yoga alone earned \$3080. They are now planning the Vendor Fair. The Friends may set up a table to sell the donated Boyd's bears. Next meeting is August 27. Rose & Michelle discussed how to plan the scholarship for next year and whether it should be chosen in house, versus by the school. Adding this topic to the action list for January 2020 discussion.

Southern NH Library Consortium

Cab reported that there is not much happening in summer. There are fall plans for a Kimi Nichols appreciation event. He said there is also a conversation with a Baker & Taylor representative that can help determine which titles will work best. There was discussion if the service is worthwhile or cost effective.

Building Projects Update

Cab had emailed the group with some updates previously and summarized the details in person:

- Paving is partially done—more work with seal coating is due to be done this weekend.
- HVAC issues continue. The clacking noises are due to a failing motor and a misaligned pulley. This has been repaired for about \$2500, which also revealed the source of other noises and that have now also been repaired. The “whining” noise is now at a new frequency which is less bothersome. Cab and Scott were also trained on the basics of the system so they can make some adjustments as needed.
- There is an update coming on the Infrastructure Evaluation Study by Castagna.
- The Cable Channel is sponsoring a \$10,000 A/V upgrade to the Nelson Room.
- The Story Walk is being set up. Jen is working on options to anchor the stations. Tyler Paquin is the boy scout working on this Eagle project.
- Room divider in the Nelson Room has worked well. It can be difficult to close it completely, but it works well enough for a non-motorized divider. Replacement needs to be on the radar for future.

Action List Update

- Deep Clean building maintenance—Done. More routine work of this nature needs to be done and Cab will work on managing that.
- Envelope Contractor/Gas Use Reduction—no availability for contractors in summer. Revisit in October.
- By-laws update—Deferred to September. Jim will make sure a copy gets to everyone in advance of the meeting per by-law requirements.
- 20th anniversary celebrations (fall & spring)—Raven is working on the scrapbook. The fall event will be paired with a new resident open house. Spring will be the larger of the two events and may include a time capsule unveiling.
- Capital Reserve accounting—Cab said he has this done and will send it around. Done.
- Hire pages—Done.
- Message board for library—Aug 26 is Selectman meeting and presentation is nearly ready.
- Planning Commission—Rockingham Electric Co-op. Cab said this is in progress. Revisit in October.
- Active shooter training—Cab has talked to the police and the trainers are off in summer. Will revisit in fall.
- Technology Plan—Cab has sent out an outline. In progress.
- Digital Town Reports—Jim, WIP
- Solar panels for roofing project –WIP
- Electric charging stations –Cab has investigated with Salisbury and it’s going well. He has contacted a company to look into it further.

Director’s Report

Nothing new that hasn’t been discussed already.

Old Business

Stone Wall—Jim shared details of two proposals of different kinds from one company. Jim noted the funds available to cover some of the expenses. It would be fieldstone. The project could be portioned out into a few years. Discussion questions included: where would funds come from, would current pricing hold over a 3-year project, where would the sign be placed relative to the wall. Michelle will talk

to the Friends about possible contribution. Jenn suggested fund raising and utilizing the 20th anniversary event to do so. Cab will talk to Jason (landscaper) about what the maintenance factors are. Jenn and Rose requested a visual drawing of the sign with wall layout and spacing. Jim will work on getting this sketched. Rose shared some concerns about the project as a whole. Jim will provide photos of samples for further discussion.

Next meeting: September 10, 2019 10:30am
Meeting adjourned: 11:55am

Respectfully submitted,

Melissa Theberge, Minute Taker