

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**September 10, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, September 10, 2019.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary  
Jane Query, Treasurer  
Megan Lee, Alternate (voting today)

Not Present: Michelle Sykes, Friends of the Library, Alternate  
Rosemarie Bayek

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

**Call to Order**

Jim called the meeting to order at 10:32am. Jim appointed Megan Lee to vote today.

**Secretary's Report**

Motion to approve the minutes from August 6, 2019 was made by Jenn Kiarsis, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim noted that there are few changes this month with the same usual lines slightly over and under budget. Cab spoke to the health insurance, saying that things are going well, except that his contact at the company is gone and he is working through setting up with another account manager. The Facilities line in particular is critical to monitor due to maintenance/upgrade needs that are coming as the building ages. Regarding Funds accounts, Jim said there are no significant changes. A donation of \$2500 was made that will be reflected in next month's report.

Motion to accept the donation of \$2500 in memory of Tom & Constance Cullen was made by Cathy Willis, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

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

**Correspondence & Communication**

Cab said he received a Facebook message noting the friendliness of the library staff.

**Friends of the Library Report**

None today.

**Southern NH Library Cooperative Report**

Cab reported that the state library ILL system has been non-functional for a few years but should be working again soon. Bywater may be working with the NH libraries to test a program separate from the state. Plaistow and Lebanon will be "test" subjects.

### **Building Projects Update**

Castagna sent a supplemental report which includes updates of what is and isn't complete so far, as well as recommendations for maintenance. Cab will be following up with him on the document and sharing the entirety with interested Trustees.

### **Action List Highlights**

- Bylaws update: coming later in meeting
- Capital Reserve Fund accounting: Cab has prepared this document, which is essentially a list of deposits and expenditures. He will send a copy out to everyone.
- Message board: coming later in meeting.
- Story Walk: Jen will present later in meeting.
- Active Shooter Training: Cab said he will be taking care of it this season.
- Technology Plan: Still WIP.
- Playscape: (Megan) WIP. She did visit some playscape areas for ideas.
- Digital Town Report: (Jim) WIP. Cab will ask Dean for input.
- Solar Panels: Cab said Castagna thinks it would be a good idea but would like to work with the town on that project.
- Electric Recharging Stations: Cab isn't sure it's a good idea in terms of revenue generation. Too many unknowns right now—maybe revisit in a year or so.
- Stone Wall: coming later in meeting.

### **Director's Report**

Staff—Kelli will be buying in to health insurance soon but this doesn't impact the budgeting at all. Raven is working with an art supply vendor for picture rails to help manage the library art. Suggestion was made to ask the Friends about supporting this.

Passports—225 applications have been processed so far this year.

Open House & 20<sup>th</sup> Anniversary: September 21—Scott will present later in meeting.

### **Old Business**

By-laws Approval—Motion to approve the bylaws of the Plaistow Public Library was made by Jenn Kiarsis, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Message Board—Board of Selectmen gave their blessing of the sign proposal. Trustees will draw up standards and procedures for the sign. Next steps involve bids for the many steps of the work. There is definite consensus on moving forward with the sign. Cab will work on having something up on the website and/or a notice in the library about the “coming soon” plan for the sign. Arranging for brick work and sign work is key. Location of the sign relative to the wall is also a concern.

Stone wall proposal—Jim has a newer bid with adjustments to the price and the style of dry stack wall. Bid includes clearing and leveling as well as the stonework. There was discussion and questions on the gaps in the proposed layout, the rise of the ground relative to the street and the future sign, and the general layout on the property. Jim will invite a representative from the company to come in for the next meeting.

### **New Business**

Senior Programs: Cathy is re-evaluating plans in light of recreational department plans. She's looking to

focus more on educational programming versus crafts, for example. She is meeting with Scott as well as Carli Sarty to discuss the future of library involvement.

Cab's Review & Contract: Jenn said they need to have a non-public meeting time to discuss next week on September 17, 10:30am.

Scott Campbell came in to talk about the September 21 event: 20<sup>th</sup> Anniversary + Open House 10am-2pm. He said the event will be similar to last time with an option for a tour to various parts of the library. Jim suggested inviting some town officials as well. The event is targeted to new residents but the entire community is welcome.

Jen Dawley came in to talk about Summer Reading & the Story Walk: Summer program was a huge success numerically. Great attendance, even up from last year. Donations valued over \$14,000 in gift cards and prizes. Story Walk is now set up and in use. A summer story is out there right now and a fall story is being prepped to put on display next. Cab suggested announcing it more publicly with a press release—Jen suggested maybe in connection with the Open House. The Eagle Scout who built the posts has a plaque to display as well.

Meeting adjourned: 12:42pm

Next Meeting: Tuesday, October 8, 2019 at 10:30am

Respectfully submitted,

Melissa Theberge, Minute Taker