

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**October 15, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, October 15, 2019.

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

Not Present: Rosemarie Bayek  
Jennifer Kiarsis, Secretary

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

**Call to Order**

Jim called the meeting to order at 10:34am. Jim appointed Michelle Sykes and Megan Lee to vote today.

**Secretary's Report**

Motion to approve the minutes from September 10, 2019 was made by Cathy Willis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim reviewed the monthly report and noted that overall everything is running under budget but there are some expected expenses ahead in the final few months of the year. The Funds report shows an increase of \$2500 on the Tom Cullen fund line. The stone wall funding will come from Grounds Enhancement line to start. Discussion ensued about where to take funds to cover the balance of the cost.

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

**Correspondence and Communication**

Cab had some discussion with the Town Hall about the handicapped parking spaces. In order to enforce the law, there needs to be a sign, not just paint on the ground.

Jim noted a donation on behalf of Roy Jeffrey's will for \$2500. Motion to accept the donation was made by Jim Peck, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Friends of the Library**

Michelle reported that yoga is still very profitable and well attended. Vendor Fair is coming up and there is room for more vendors to join. The Friends will set up a table and raffle items.

**Southern NH Library Cooperative**

The Atkinson director is retiring soon but there is no additional news to report at this time.

### **Action List**

Tabled.

### **Director's Report**

- The state's new ILL program is live and seems to be working well so far.
- November has 5 Saturdays – Cab is planning to close on the 5<sup>th</sup> Saturday, November 30.
- Absolute Pest visited and noticed termite activity in the traps, which means the system is working and the coverage plan should be extended a bit.
- Nelson Room will soon have some shades to cover high windows that can't be darkened in daylight right now. Cab is getting bids for the work.
- Holiday season event planning ideas – Cab proposed 110 Grill again, possibly on December 19.

### **Old Business**

- 2019 Budget – Town has asked for a 2.5% reduction. Jim explained several reasons why he, along with Cab, recommends maintaining a flat budget, including cost savings measures already being implemented, small staff size, facilities costs, and the fact that the library alone is not equivalent to the much larger town structure as a whole (where cuts and restructuring is more plausible).
- Stone Wall -- Deposit has been sent to the company to begin work. The wall will be 125 ft. long with no gaps. Work will begin by the end of the month.
- Message Board – Cab is still working to get the cost down on the masonry component.

### **New Business**

None

Adjournment: 11:40am

Next Meeting: Tuesday, November 12, 2019 10:30am.

Respectfully Submitted,

Melissa Theberge, Minute Taker