

**Board of Trustees Meeting
February 18, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, February 18, 2020.

Present: James Peck, Chair
Jennifer Kiarsis, Secretary
Jane Query, Treasurer
Rosemarie Bayek (arrived 10:50)
Michelle Sykes, Friends of the Library, Alternate (voting today)
Megan Lee, Alternate (voting today until 10:50)

Not Present: Catherine Willis, Vice Chair

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 and Megan Lee to vote today.

Secretary's Report

Motion to approve minutes for the meeting held on January 14, 2020 was made by Jane Query, seconded by Michelle Sykes. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

Jim explained the current monthly budget update and due to year-end bill paying things are under budget at the outset. The Online Resources line is over budget due to some annual fees for programs and Cab suggested maybe increasing this line inf the future due to regular overages that could be accounted for now as regular expenses. Jim asked Cab for more info on the Technical Services lines and he will look into it. The Fund Activity report is looking strong, especially with Passport revenue.

Motion to accept the Treasurer's Report was made by Megan Lee, seconded by Michelle Sykes. 5-0-0

Correspondence and Communication

- Cab said he received a note from Tom Cullen's nephew Jim sharing Tom's love for the library. He found a 1967 state report he will share.
- The library is receiving regular generous donations from dentist Joan Kimball, to support the children's programming. Cab would like to see this sort of thing tracked more efficiently for record-keeping. Jenn will work with Jim and Cab to write a letter of thanks to her.

Friends of the Library

Yoga is still a big earner for the Friends and very popular. Recent raffle was also successful. The upcoming meeting will include conversation about the scholarship.

Southern NH Cooperative

- Cab said that Atkinson has a new director beginning in March. Sandown director is moving on to another library as well.
- The NH Humanities grant response will be in soon. There are 8 towns involved in the project. The first public events will kick off in early-mid April.

Action List Update

- Ceiling tile replacement – Cab said Rich has essentially completed the project.
- Candidates Night – Jim said there are 14 candidates in Plaistow and Jim said at least 10 have responded.
- Scholarship Update – Rose is attending the next Friends meeting to work out details. She got copies of the new forms. Rose would like to make edits in the requirements.
- Planning Commission – Data collecting for electricity. Cab will show savings report in a few months.
- Active Shooter training – the new chief has spoken to Jim about it but still no date.
- Technology Plan – Cab said the latest draft was updated last week but still needs work.
- Trustee Goals – Megan and Jim have projects in progress.

Director's Report

Employment of Relatives Policy:

Cab has some ideas for A/V projects for Jane's granddaughter. Current Trustee policy indicates no employment for relatives but Cab is suggesting the policy be adjusted to read:

Relatives and significant others of Library Trustees and the Director are not eligible for employment [with the exception of temporary and substitute (on call) employees].

In addition add a phrase in the "LIBRARY POLICY" paragraph to include Relatives [and significant others] in the final sentence.

Motion to add the two bracketed phrases above made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Motion to hire Meghan Query at \$9/hr effective January 2020 was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Query).

Building Issues:

- Green World landscaping offered a pre-pay discount of 5% but Board declined this payment-schedule opportunity, though there is agreement that the service is good.
- JC Landscaping came by to assess library landscaping. Cab is going to look at what else might need doing in terms of treatment that doesn't overlap.
- Cab noticed a couple river birches not doing well. Bartlett Tree service came by for a quote to treat the trees. To be discussed more next month.
- Natural gas purchase: Cab asked about partnering with others in town to do an aggregate purchase and there is no response just yet. It can be pursued regardless, based on the savings projections of 5-10%.
- Nitrogen generator for fire suppression – Something is happening that Carter can't figure out, where the generator is running much too often. Carter is trying to figure out if the problem is in the generator itself or in the system.
- Flex plan FSA/HSA broker update: Cab said they would like to change things procedurally in terms of how the funds are held. The library can decide to move forward with these updates or change brokers completely.

NHLTA Annual Award – Jim would like to see a nomination package put together. Deadline is in June.

Spruce Up Wish List

Cab and Scott put together a list of things to do to spruce up the library. Perhaps the Friends could participate in some of these projects too. What should be prioritized by May? A suggestion was made to use this list as a way to invite community participation in time for the anniversary. Jane would like to see windows prioritized. Megan and Jenn like the bike rack idea and will look into it.

Old Business

20th Anniversary Celebration—Jim said the committee is meeting and moving forward.

Message Board – Cab said they are talking to the stone wall builder about the sign.

New Business

- Time Capsule – It's placed by the mural. Jim said they will look into it before the celebration date to see what it's in there before a public reveal.
- Strategic Plan – Review at next meeting.

Adjournment: 12:07pm.

Next Meeting March 17, 2020 10:30am

Respectfully submitted,

Melissa Theberge,
Minute Taker