

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, May 12, 2020

The Plaistow Library Board of Trustees held a Zoom platform Meeting Tuesday, May 12, 2020.

Roll Call (Present): James Peck, Chair  
Jane Query, Treasurer  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Michelle Sykes, Alternate (Voting for C Willis)  
Megan Lee, Alternate

Not Present: Catherine Willis, Vice Chair  
Others Present: Cab Vinton

Call to order was made by Chair at 10:31 am.

Secretary's Report

Motion to accept the Secretary's Report of April 10, 2020, was made by Rose Bayek; seconded by Michelle Sykes. Motion approved: Ayes 4; Opposed 0; Abstentions 1 (Kiarsis).

Treasurer's Report

The library is approximately \$22,000 under budget on a number of lines: building (electric / gas); health insurance; materials. Income is down approximately 16%. A \$400 deposit to Library Fund account may change that percentage a bit.

The Board will vote on collective donations made for this year in June.

Jim has continued taken over responsibility for payroll and bill paying as Jane is unable to do so currently. She again thanked Jim for his willingness to do these tasks.

Motion to approve the Treasurer's Report was made by Jennifer Kiarsis; seconded by Rose Bayek. Motion was approved: Ayes 5, Opposed 0; Abstentions 0.

Correspondence and Communication

There have been a few notes sent to the library commending the work being done for patrons, particularly the programming for children and the offering of puzzles curbside.

Jennifer Kiarsis brought a garden whirligig to the Library for Jenn Dawley. In lieu of flowers, the Board decided to present her with a piece of garden art in memory of her father.

Friends of the Library

Michelle Sykes reported that Yoga is continuing on Facebook with Sybil. Sybil has been making the deposits when she receives money from participants. YTD numbers from the Friends is \$4,456.

Southern New Hampshire Cooperative Report

Member libraries will be planning openings differently.

Kimball Library is planning full curbside on Monday, May 20. This means patrons will have full access to its entire collection, including books, movies, etc. It is thought that they will provide a table on which materials will be placed for patrons to pick up (after possibly calling to let the staff know they are coming). Also, they have been receiving returned

materials all along, and Cab was not sure how they were handling that, either by quarantine, using gloves and wiping the materials. He will touch base with them as it will give some information regarding the re-opening of Plaistow. In addition there will be information provided by national library associations regarding the contamination of materials and how to handle them within two weeks.

In the meantime, Cab will be putting together a phased plan proposal for Plaistow. Depending on input from Kimball, and other considerations, it is a possibility that we may open curbside the day after Memorial Day. Plaistow has had a limited trial run with book carts and puzzles, which has worked very well. A phased plan will require more comprehensive details and what / how to move on / back, step by step. Cab will be putting a proposal together to send to the Board.

Sandown has staff issues (health and otherwise) and its re-opening may not happen until June, if then.

#### Director Report and Staff Activities

Cab has asked the Fire Department to evaluate the library building to determine how many people can be in the building at one time. The standard is 50% of what is stated for the fire code. An example would be the Nelson Room, which could hold 160 people according to the code; however, even half of that number would not be an appropriate amount for the entire building at this point. Hopefully there will be more guidelines forthcoming.

The State of New Hampshire offered free masks to municipalities, and Cab found that libraries qualified. He took a road trip to the DMV in Epping and picked up 3000 disposable masks, which can be used to hand out to patrons, donated to places in need, etc.

There has been no proposal from the Town Hall regarding re-opening, or any input from the Manager outlining what the Library should be doing. Cab will put a phased plan together for Board review, and he will provide a courtesy copy of the proposal to the Town Manager. He will also review the proposal with the staff to see if they have any recommendations, comments, issues.

Jim reminded the Board of the number of cases in Plaistow and for the need of going slow with our re-opening.

Admittedly, the process of re-training staff to do work differently (and in some cases remotely) has been difficult. Some staff are having a hard time switching gears, including the Director.

Jenn Dawley has been working diligently on virtual events, announced craft bags for pick up (and almost daily an unannounced activity is put out curbside), and doing her usual story time activities in a new online way. The rest of the staff has been supporting Jenn in putting the kits together, and assisting when and where they can. Megan Lee said she was so impressed with what Jenn was doing, and that it was helping her immensely with her children.

Cab said that he would like to see more Adult programming and that he would be speaking to Scott about this. Scott did organize a virtual Fake News program in the beginning of this lockdown, and he has been doing posts on Facebook and emailed newsletters keeping library patrons up to date on what is happening at the library. There is a Drive In Movie event being developed with the Recreation Department (it will pay ½ of the cost of the event), using a professional portable screen and the ability to tune in on FM radio. Dan Garlington will be asked about the correct distance (church like parking) for automobiles.

Kelli and Sherri have been checking in with patrons that may be falling through the cracks,

particularly people who are homebound. Although the library mentions that it has home delivery, this has never been initiated. It may be that a "Homebound Delivery Service" could be started, but what materials, who will be doing the delivery, how the delivery will be implemented are all questions that will need to be addressed. Cab again will be putting together a proposal, along with staff input, regarding this service.

Raven asked about developing a Food Pantry for pets set up at the library. Space is valuable in the front of the library, especially if full curbside is implemented soon. Perhaps utilizing other areas around the library was suggested. In addition, the CSA food program will be starting soon, and space will be needed for that as well. Perhaps tents might be used, but then there may be a security issue. Cab will investigate this further and get back to the Board.

Meghan Query has been a tremendous addition to the page staff, and Cab gave her a ++ and a giant thumbs up for what she has already done. He will keep her in mind for other projects.

Other programs:

- Facebook activity has increased 60-100% (Jenn's videos a lot to do with that)
- Kanopy – Cab likes this Pay as you go model. It is flat but more advertising may be necessary
- Hoopla – Up about 30%
- Website – Traffic down about the same percentage
- Overdrive – Off the charts nationally and statewide, but Cab did not have Plaistow numbers

The library may be eligible for FEMA reimbursements, particularly for the janitor for the library who normally works 28 hours (currently working 18). Other staff members may also qualify. The Town Manager suggested that Cab speak with the Assistant Town Manager regarding qualifications.

Jim mentioned that the library is supporting the Facebook Making Masks 4 Heroes project, as well as the loaning of sewing machines for this project. Jenn Dawley has been the library liaison. Over 10,000 masks have been made and distributed in two months. There will be a Senior Day held at the library on May 15 from 10 – 4 for seniors to pick up a mask for free (donations to the Lions Club Food program suggested).

#### Old Business

The library 20<sup>th</sup> anniversary Open House has been postponed indefinitely. The Scrapbook project that Raven was putting together may be put into a video slideshow. Meghan Query has been helping Raven with this project. Scott will be reporting back to Cab on how this project is coming along.

Rose inquired if there had been any contact from the schools about the scholarships. No one had heard anything, and no one was sure how to follow up on that issue. It was assumed that the school will contact the library regarding the recipients, but no one was quite sure about that.

As there was no further discussions, the meeting was adjourned at 11:32 am.

Respectfully submitted,

Jennifer Kiarsis  
Secretary