

**Board of Trustees Meeting
June 9, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, June 9, 2020.

Present: James Peck, Chair
Catherine Willis, Vice Chair (via phone)
Jennifer Kiarsis, Secretary
Jane Query, Treasurer
Rosemarie Bayek
Michelle Sykes, Friends of the Library, Alternate
Megan Lee, Alternate

Not Present:

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

Call to Order

Jim called the meeting to order at 10:38am.

Secretary's Report

Motion to approve minutes for the meeting held on May 12, 2020 was made by Rosemarie Bayek, seconded by Jane Query. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Kiarsis, Willis).

Treasurer's Report

Jim presented the budget and said the year is tracking about \$20,000 under budget (through May). Due to circumstances related to the library needing to close during the COVID-19 time and a budget line increase for repairs, Facilities is running under budget. Materials is also running under budget due to a decrease in book purchases, however there has been an increase in online purchases and use of those services is up. Payroll and Health are under budget as well. Health will adjust back to a more typical track once the new broker catches up with billing and payments. Programs are on budget and Utilities are running under.

Funds Report: Jim reported that there was one deposit to be made but other than interest increases there is little change. The digital sign is not moving forward just yet.

There is some concern that the town may not receive as much from tax collection due to shortfalls related to the pandemic. The town did take a "Tax Anticipation Note" to account for this possibility. The loan will need to be paid back in due time though, which will perhaps cause requests for cutbacks at the library. The funds the library is due to receive this summer could be lower and then the Board will maybe need to consider what cuts can be made. The loan should cover this if need be, but the discussion was focused on being mindful of the possibility and being prepared for different scenarios.

Jim has been taking care of payroll on Jane's behalf and will continue to do so as needed.

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

Correspondence and Communication

Cab shared a note from a Plaistow resident thanking the library for implementing so many modifications including curbside service.

Friends of the Library

Michelle reported that Yoga is ongoing via Zoom and Facebook. The Vendor Fair will not be held this fall due to capacity issues for large groups and social distancing measures that need to be considered. The Friends are purchasing e-Readers for Jenn's programming.

Southern NH Library Cooperative Report

Sandown is following similar re-opening timelines to Plaistow. Kimball in Atkinson is a week or two ahead of Plaistow in terms of their re-opening schedule. The trio of libraries can still loan to other towns but request that patrons pick up and return materials to the town that owns the items.

The Koha system was recently upgraded which includes small upgrades to various components. Cab participates in regular online meetings with other directors in the state about how libraries are responding to the pandemic and planning for reopening.

Director's Report

Focus on Reopening: Cab said there are several draft policies being written and reviewed, including on the topics of telecommuting and patron services. Most staff are working 25-40% from home so there was a need for some structural policy to account for this shift. The staff is working as a team to make countless operational decision for everyday procedures related to reopening such as quarantining materials, possible plastic shields, mask usage, computer usage, and restroom use. There is a drive-in movie planned for June 24.

Jenn asked about whether or not non-Plaistow residents would be allowed to enter the library once re-opening begins. That decision and many others are yet to be finalized. Cab is working on a draft for reopening and looking for Trustee input.

Old Business

June 24 was intended as the 20th anniversary celebration. A video is being compiled in lieu of the intended event, which will be included in the outdoor movie program.

New Business

New Policies: There are four policies being drafted and these will be presented for the next meeting after the lawyer has time to review them as well.

Scholarships: Rose said she has not heard from the school yet.

Adjournment: 11:32am

Next Meeting: July 14, 2020 10:30am

Respectfully submitted,

Melissa Theberge