

**Board of Trustees Meeting  
July 14, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, July 14, 2020.

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

Not Present: Jane Query, Treasurer

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

**Call to Order**

Jim called the meeting to order at 10:37am. He appointed Michelle Sykes to vote today.

**Secretary's Report**

Motion to approve the minutes for the meeting held on June 9, 2020 was made by Rosemarie Bayek, seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim reviewed the month's documents, drawing attention to a variance of about \$40,000, owing largely to the library having been closed during the pandemic. Landscaping payments needed to be caught up due to some billing confusion, but other Facilities items are just not an issue this year which was noted to be great news. Many other items are on or just under budget. Cab is working on completing staffing reviews which will result in expected cost of living adjustments, but the need for substitutes has been down of course. Jim reported that the town is in good financial standing at this time a well. Passport income is halted for now per state guidance. Revenue for the library is down overall, due mostly to passport loss but also due to copying and other incidental income earners. No new info to report on the Funds other than interest. Jim would like to begin discussing the roadside library sign again to get that project moving along. They would like to pursue new leads on masonry work.

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

**Correspondence and Communication**

None.

**Friends of the Library**

Michelle reported that yoga is still taking place by Zoom and they are still doing well with participation and shared earnings. The Friends are looking at meeting in person soon.

### **Southern NH Library Cooperative**

- All the libraries are at least partially open. Sandown has a new Director, Adam Shlager. Atkinson has a new director as well but Cab hasn't met them yet.
- The work with Kimi Nichols and book deliveries has restarted again. Cab is in touch with Kathy Goodwin to work through this with appropriate modifications for everyone involved.
- Library fines need to be thought out as the "no fines" policy was introduced during closing. They need to discuss and make decisions going forward. Cab said there are about 300-400 items (about 25%) that are still not returned. There have been suggestions to remove fines completely so this will likely be discussed going forward.

### **Director's Report**

- Cab praised the staff for the re-opening of the library and how smoothly it has gone. There was one incident over the weekend with a challenging patron but Cab and the staff worked to resolve this. Cab shared the staff concerns with implementing the mask-wearing policy. Plaistow now has a patron code of conduct which has been signed by our Town Manager and which includes options for follow up to the police as needed. Cab is seeking consistency in how this handled going forward and has been in touch with the town's HR department (Lori Sadewicz).
- Re-opening Update—Cab reported that the staff is all working together and in agreement with procedures. The staff is now meeting weekly instead of every two weeks, just to stay in contact and communication with the changing dynamics.
- Hours—Cab would like to adjust the schedule to add evening hours again but in gradual steps by adding an hour at a time and checking back in on progress.
- Staff—Cab has met with the three pages and all seem to be doing well considering the circumstances. Cab is considering all the school situations and the library needs as we get to fall.
- Cab shared a July Children's programming scheduled and it is constant – Jenn has gone far above and beyond for providing virtual experiences for kids, including hands-on packages for pick-up as well.
- Scott is working to plan another drive-in movie and Cab said he is encouraging outdoor activities and programs.
- Scott has worked with the UNH M.B.A. program to work on strategic plan goals. UNH was open to it as they have yet to work with a library. They will work on the goals related to library engagement for men and teens. Cab says they have all really enjoyed the experience.
- Building—Cab said the HVAC company will be installing/upgraded MERV filters (entry level hospital grade) and also increase fresh air exchanges. Also looking at adding disinfectants to HVAC to remove viruses and pollens and such. More info will be coming next week.
- Because of travel reductions, Cab said they are considering moving all library passes to the reimbursement model and will be discussing this with the Friends.
- Effective July 1 the library now has a new 3<sup>rd</sup> party administrator for FSA and Health Reimbursement accounts. Cab is working out the details.

### **Old Business**

Anniversary – Cab said the video component is being upgraded with the help of Meg Query. Also Scott has been in touch with Francine Hart about a proclamation and is working on doing this for a fall special event of some kind.

### **New Business**

Policies – Cab reviewed the policy documents that were shared with the Board in advance.

1. Telecommuting policy -- due to increased work-from-home time for staff
2. Library Pandemic Policy – an overarching document about decision-making
3. Employee Communicable Illness Policy – in the event of employee illness
4. Patron Communicable Illness Policy – in the event of a contagious patron

The latter 3 of these were sent to a lawyer for review and edits.

5. A Procedures Document – Cab has worked on a sort of flow chart of what to do if you know of COVID-19 exposure. This document is in progress.

Motion to approve the first 4 policies listed above: Telecommuting Policy, Pandemic Policy, Employee Communicable Illness Policy, and Patron Communicable Illness Policy was made by Jenn Kiarsis, and seconded by Rosemarie Bayek. Motion Approved: Ayes 5, Opposed 0, Abstained 0.

The Cub Scouts have proposed a new shed (supply storage is currently in various homes) that would be on library property. The shed would be kept up by the Cub Scouts and would be in some ways mutually beneficial. Cab suggested that Eric Lee (parent volunteer coordinating the effort) come in and talk to Rich and Paul about it. Cab said the current shed holds very little – a snowblower, a few tools, and ice-melt products. The proposal is for a new shed that the scouts build; they have even solicited for funding on their own. This new shed would be replacing the current one and would add aesthetic value to the library as well with no additional cost. There are a lot of considerations for the design in terms of thinking ahead for library needs. Jim asked each person for thoughts before Cab pursues it further. Some questions included design and add-ons like a portico, insurance/ownership questions, what about other town groups making similar requests, what is the clear value for the library. Megan pointed out that funding is limited to what the organization has already arranged for and she will follow up with Eric with this input while Cab researches the library's options.

Scholarships: Rosemarie reported that the two students were chosen for the scholarships and that payment will be made. Jim suggested some publicity for recognizing both Meghan Query and Colin Scully.

Meeting adjourned at 12:17pm

Respectfully submitted,

Melissa Theberge