

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

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

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

Not Present: Jennifer Kiarsis, Secretary

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

Call to Order

Jim called the meeting to order at 10:33am. He appointed Michelle Sykes to vote today.

Secretary's Report

Motion to approve the minutes for the meeting held on July 14, 2020 was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1. (Query)

Treasurer's Report

Jim said that things are running generally under budget, similar to last month. Cab added that there were some HVAC expenses. The budgeting process is already on the radar and they will be looking at what the budget committee's direction will be. Cathy asked about fines and fine collection on one line item in particular. Jim and Cab said that it is likely a cumulative total of old fines, copies, book replacements, etc. Once passports can be processed again, that line of income will increase.

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

Correspondence and Communication

Cab shared a thank you note that came in from Jenn Dawley.
Rose shared thank you notes from scholarship recipients.

Friends of the Library

Michelle shared that yoga is still in progress. The Friends are brainstorming other ideas for fall.

Southern NH Library Cooperative

Cab said the group is meeting in person soon. The new Atkinson and Sandown directors will be there and Cab will be meeting them for the first time. Fines will be discussed as a cooperative so they can be aware of what each is doing and perhaps coordinate efforts.

Director's Report

- Regarding operating hours, the library is not very busy in general so expanding hours into evening seems unnecessary right now. The library has asked the schools what they can do to help and haven't received feedback yet. Another consideration is the work the pages usually do, which is in early evening and there may not be much need for that. While demand for extra hours is low at the moment there may be changes once school starts.
- Summer reading program was a success and ended recently.
- A recent drive-in movie night brought over 100 people. There was a brief discussion about the cost effectiveness of purchasing an outdoor screen set up.

Old Business

Bricks – Rose asked about the status of these. Cab said he will look into getting this project underway again as fall approaches.

New Business

- Fines – Cab will bring some feedback from the cooperative on this topic and revisit the discussion another time with the Board. He will also check to see the status of the book return rate since the library re-opened.
- ILL – At the state level, the van has been circulating to pick up books but has not restarted the delivery and distribution of new loans.
- NH Primary – Jim was asked by Bob Harb to post the voting info on the library sign. Jim also suggested a display about how to vote, how to apply for absentee, etc. Cab is working on a relevant display to be set up at the library.

Meeting adjourned at 11:24am.

Next Meeting: Tuesday, September 8, 2020 at 10:30am.

Respectfully submitted,

Melissa Theberge