

PLAISTOW PUBLIC LIBRARY
Board of Trustees Special Meeting
December 29, 2017

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Friday, December 29, 2017, for the purpose of discussing year end budgetary issues.

Present: Catherine Willis, Chair
 James Peck, Vice Chair
 Jennifer Kiarsis, Secretary
 Rosemarie Bayek
 Michelle Sykes, Friends of the Library, Alternate

Not Present: Jane Query, Treasurer

Others Present: Cab Vinton, Library Director

Cathy Willis called the special meeting of the Board of Trustees to order at 11:10 am.

It was noted by Jim Peck that the Board needed to move to accept the donations made to the Library for 2017. Discussion about the method of documenting these donations followed. Cab will confirm with Kelly who maintains a spreadsheet. Motion to accept donations for 2017 in the amount of \$812.85 was made by Jennifer Kiarsis; seconded by Rose Bayek. Motion carried: Ayes 5 (Sykes for Query); Opposed 0; Abstentions 0.

Discussion followed regarding encumbered funds for 2017, and outstanding bills requiring payment. Jim Peck and Cab reviewed these and distributed a report to the Board. It was recommended by Cab and Jim that two items with legally enforceable contracts totaling \$16,694 be encumbered from 2017 funding: the remaining contract for the Fire Suppression Engineer and a contract for an IT network upgrade. Motion to encumber the amount of \$16,694 for 2018 was made by Rose Bayek; seconded by Jim Peck. Motion carried: Ayes 5 (Sykes for Query); Opposed 0; Abstentions 0.

Adjournment at 11:35 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary