

**Board of Trustees Meeting
November 10, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, November 10, 2020.

Present: James Peck, Chair
Jane Query, Treasurer
Rosemarie Bayek
Michelle Sykes, Friends of the Library, Alternate, voting today
Megan Lee, Alternate (on Zoom)
Jennifer Kiarsis, Secretary

Not Present, Excused: Catherine Willis, Vice Chair

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

Call to Order

Jim called the meeting to order at 10:33am.

Secretary's Report

Motion to approve the minutes from the regular meeting held on October 13, 2020 was made by Jenn Kiarsis, seconded by Rosemary Bayek.

Roll Call Vote:

Jim Peck - AYE

Jenn Kiarsis -AYE

Jane Query - AYE

Michelle Sykes -AYE

Rosemarie Bayek -AYE

Motion approved: Ayes 5, Opposed 0, Abstained 0.

Treasurer's Report

Jim reported that for the year so far, the library is about \$36,000 under budget. Much is the same as recent months. Facilities and Materials are both under budget. Health insurance status was reported by Cab and he said that even with the payouts, the year is looking to work out under budget. He explained options for how excess FSA monies will be used but no decisions need to be made yet. He also explained they received a return of surplus due largely to pandemic-related decreases in medical spending of which a portion will go back to employees. Remainder will go to future health costs. Jim walked through the rest of the budget lines, and then Cab explained that over 6000 craft kits have been made and distributed so Programming costs are largely related to this as well as online programming. He also explained how shorter hours and more efficient facilities are saving money.

Funds Report: Jim said the Passport program is just now beginning again so monies will come in for that over time but likely not as strongly as in the past due to travel declines. The \$604 withdrawal on that account is for postage and will be reflected in the next report.

Motion to approve the Treasurer's Report was made by Jenn Kiarsis, seconded by Michelle Sykes.

Roll Call Vote:

Jim Peck - AYE
Jenn Kiarsis -AYE
Jane Query - AYE
Michelle Sykes -AYE
Rosemarie Bayek -AYE
Motion approved: Ayes 5, Opposed 0, Abstained 0.

Correspondence and Communication

None.

Friends of the Library

Yoga is still being held twice a week by Zoom. \$1136 has been earned since July. The wreaths are up on the wall near magazines and there will be prizes based on voting.

Southern NH Library Cooperative

Cab said the group is looking at some cooperative purchases. One is for a discovery layer which would be tied into the library catalog as well as to other databases, making resource searches more thorough. It's not inexpensive so they are looking at teaming with other libraries to reduce the cost for each. They are talking to ByWater about the potential pricing for this.

They are also looking at a service called Brain Fuse, which offers online tutoring. The cost would depend upon participation of other libraries. Cab explained that the value of this kind of service is unknown and in discussion with Jenn talking to teachers about its potential usefulness.

Director's Report

See Old Business.

Old Business

- Janitor – There is a new employee named Jim DeBonis who just started last week as Department Head. There is an open position as well as some other changes in the department. For the moment, while Rich is out for a bit, Jim (new department head) will be filling his role at the library. Cab has recommended hiring to replace Rich at least in the short term.
- 2021 Budget – Cab and Jim submitted a flat budget to the town and they are hopeful that it will move forward.
- Town Proclamation – Cab showed the framed proclamation from the Board of Selectmen in recognition of the building's 20th anniversary.
- Digital Sign/Message Board -- Jim and Cab shared a mockup for review, showing repurposing of the granite posts. Cab said they have two estimates to consider and there was discussion about the nature of the digital portion of the sign. Cab would like to see some actual installation models of what the digital part looks like before deciding. Jane asked about the timeline for getting this done and they said it would be based on scheduling.
- Bricks – Rose asked for a status on this. Cab says it is still to be done.
- Holiday plans – Cab is considering options for celebrations.

Adjournment: 11:22am

Next Meeting: December 8, 2020 at 10:30am

Respectfully submitted,
Melissa Theberge