

**Board of Trustees Meeting  
December 29, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, December 29, 2020.

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

Not Present, Excused: Jennifer Kiarsis, Secretary

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

**Call to Order**

Jim called the meeting to order at 10:34am.

**Secretary's Report**

Motion to approve the minutes from the regular meeting held on November 10, 2020 was made by Rosemary Bayek, second by Megan Lee.

Roll Call Vote:

Jim Peck - AYE

Jane Query - AYE

Megan Lee - AYE

Rosemarie Bayek - AYE

Cathy Willis - AYE

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

**Financial Report**

Jim reviewed the financial report, highlighting the variance from the budget of about \$35,000 which will be the focus of today's discussion. He then reviewed the variance analysis report which breaks it down. He proposed an encumbrance of \$11,700 with the balance being sent back to the town.

Jim and Cab are looking at using some of the additional funds begins put toward a complicated HVAC bill from ENE that is coming up from a previous year. Cab reviewed the billing history and discovered the library had been under-billed from past years. A representative is meeting with Cab at the library later today so Jim suggested leaving it as an open item, with a worst case scenario of needing to pay nearly \$9,000 to ENE if owed.

Another way to use the monies and protect next year's budget is to pre-pay 2021 bills. Jim recommended against this but offered it as an option. He expressed his preference for returning the funds to the town without pre-paying any bills, citing the year's excess funds as COVID-related and not detrimental to future library budgeting approvals. Regardless of the final details on what amount will be spent, the library will plan to return the balance of remaining funds to the town, as in the past.

Cathy asked if any funds were taken out of trust funds and if so, could a portion of the \$35,000 be used to cover those expenses rather than dipping into funds. Jim said no and further explained that \$5000 would be used each year for programming and that he did transfer that amount for use this year. Cathy explained that the intent of spending the \$5000 was as a trial to see community response to programming, and not as a routine way to fund programming. She also pointed out that as much as there was savings during this year of COVID (reduced open hours, etc) there were also losses that are not reflected in Jim's explanation. Her main concern is that Programming be seen as an Operations expense, not an appropriate ongoing use of trust funds.

Megan asked for clarification on the outline of planned payments so Cab reviewed the other itemized proposals for year-end expenditures including web upgrades, lock hardware on doors, shades in Nelson Room, birch tree clean up, etc.

Jim requested consensus to fund all 4 encumbrances and to do \$7363 of pre-payments and received that agreement from the Board.

Rosemarie Bayek asked about scholarship payouts and the process was reviewed briefly.

#### **Correspondence and Communication**

Jim received a Right to Know request about balance sheet and budget numbers and provided the info to the person who filed it.

#### **Friends of the Library**

Michelle reported that yoga has been going well, earning about \$1500 for July through December. Next meeting will be late January or February.

#### **Southern NH Library Cooperative**

Cab said that Sandown is open until they can no longer do so and that Atkinson is operating similarly to Plaistow with more restrictions to public opening.

#### **Director's Report**

Cab has been studying best practice for staff reviews and is looking at beginning this process with some new systems in January. He has also touched base with all staff over the holiday.

#### **Old Business**

Sign – Jim said there are a few proposals to review but it is not moving forward at this very moment.

#### **Other**

Megan asked for clarification about the project with Boy Scouts and the shed and she was advised that the Board is still open to this project but there was more info needed per the July 2020 discussion.

Meeting adjourned at 12:00PM

Respectfully submitted,

Melissa Theberge