

**Board of Trustees Meeting  
January 12, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, January 12, 2021 at 10:30am.

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

Not Present, Excused: Catherine Willis, Vice Chair  
Megan Lee, Alternate

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 December 29, 2020 was made by Rosemary Bayek, seconded by Michelle Sykes.

Roll Call Vote:  
Jim Peck - AYE  
Jane Query - AYE  
Rosemarie Bayek - AYE  
Michele Sykes - AYE  
Jennifer Kiarsis - AYE  
Motion approved: Ayes 5, Opposed 0, Abstained 0.

**Financial Report**

Jim reviewed the 2020 final numbers. As a follow up to the December 29<sup>th</sup> meeting, he said that \$15,065 was encumbered and a few additional bills were paid. The remaining surplus amount of \$18,531 was returned to the town along with a letter explaining that the excess funds were related to unique COVID savings and that the Board requests these funds be returned to taxpayers as surplus.

Jim and Cab reviewed a list of the encumbered funds, including these items at their approximate costs. In fact, the funds were encumbered before the close of 2020 but today's vote acknowledges that:

\$5,000	Web updates
\$2,246	Improved front door hardware
\$1,165	Shades for Nelson Room
\$1,140	Tree care
\$653	STEM kits
\$2,065	Furniture for teen area
\$2,796	Drive-in movie rental for programming (this will be handled separately from Town Rec)

Motion to approve encumbered funds of no more than \$16,000 was made by Jenn Kiarsis, seconded by Rosemarie Bayek.

Roll Call Vote:

Jim Peck - AYE

Jane Query - AYE

Rosemarie Bayek - AYE

Michele Sykes - AYE

Jennifer Kiarsis - AYE

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

Remaining funds were spent on bills which were technically not pre-payments. One that is partially a "pre-payment" was to the Hoopla subscription.

*Funds Report for 2020:* Jim summarized this report, stating the memorial funds totaled around \$70,000. He noted the lower passport income as well as the transfer that was made for Programming earlier in the year. Interest deposits were about half of normal, though the balance is healthy heading in to 2021 with the coming projects to be completed, such as the sign. The Funds Policy indicates that the account amount is within the desired range.

Michelle asked if the Friends should help with the sign cost and the answer was generally "yes" but that fundraising and other plans need to be drawn up first before discussing a specific amount.

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

Roll Call Vote:

Jim Peck - AYE

Jane Query - AYE

Rosemarie Bayek - AYE

Michele Sykes - AYE

Jennifer Kiarsis - AYE

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

Jane Query, after years of excellent service in the role, would like to end her role as Treasurer and Rosemarie Bayek is willing to step in. Rose, Jane, and Jim can work to coordinate the transferring of bank signatures. Jenn suggested waiting until the usual annual March vote for officers and there was general agreement that was a good plan. In the meantime, Jim will continue to support Jane in her role.

### **Correspondence and Communication**

None.

### **Friends of the Library**

Yoga earned \$1,550 from July to December.

### **Southern NH Library Cooperative**

- Aspen Discovery Layer – Cab explained that this is a user interface that sits "on top of" the catalog and is supported by Bywater Solutions. It has an attractive interface but it also does a better job of integrating online services. About 10-12 NH libraries are interested and in a group purchase the savings would be estimated at 80%.

- Locally there are no big changes in how cooperative libraries are handling COVID.

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

- Cab has been working on the Town Report submission for the library. He asked if the Board would like to read it in advance and there was interest so he will email it to all.
- Cab pointed out that rates of transmission of COVID are especially high right now so he is planning to keep the current restrictions in place. He welcomed input from the Board if they have thoughts or recommendations on this topic and is following the current data very closely to inform his plans.
- Looking ahead, he is reviewing the Strategic Plan and what can be done despite COVID limitations.

#### **Old Business**

None

#### **New Business**

- Jim mentioned reviewing the Trustee Goals individuals may have and encouraged consideration of new ideas for a future meeting.
- Rose reviewed the recent scholarship letter she received from TRHS. She asked Michelle if the Friends wish to split the offerings so that the Friends could have their own named scholarship. Discussion resulted in having the scholarship stay as one presentation given from both groups jointly.
- Candidates Night: To be held March 2, 2021. Election day is March 9, 2021. Jim is looking for a new venue and he has asked about the town garage. Once the town deliberative session has happened in that space it will be easier to see if this is a viable option. Jenn asked for who on the Board is up for election – Cab said he would review this and report back.

Meeting adjourned at 11:30am.

Next meeting: February 9, 2021 at 10:30am

Respectfully submitted,

Melissa Theberge  
Minute Taker